

JOHNSON COUNTY JOB DESCRIPTION

Deputy Sheriff

DEFINITION AND DUTIES:

Under supervision and within the chain of command, on assigned shift, enforces controlling federal/state statutes and county ordinances established to protect life and property, providing general assistance to the public regarding criminal and civil matters, and interacts with citizens providing information, issuing citations and arrest warrants and serving legal notices. Employee may be assigned to Civil, Patrol, Jail, Courthouse Security, or Detective division.

Knowledge of:

- ◇ Criminal, civil and traffic laws and regulations as specified in the *Code of Iowa* and related County and city ordinances
- ◇ Current arrest and interrogation procedures relating to criminal and traffic law enforcement
- ◇ Modern methods and procedures used in collecting and presenting evidence in trials and hearings
- ◇ Current methods and procedures used in serving summons, civil notices and related legal notices
- ◇ State highways, county roads, city streets, landmarks and use of maps
- ◇ Standard weapons and equipment used in modern law enforcement agencies
- ◇ Standard investigative and interviewing techniques
- ◇ Jail standards
- ◇ English language to include grammar, spelling, sentence structure, vocabulary and proofreading skills

Ability to:

- ◇ Initiate and conduct investigations, searches and arrests in a professional and efficient manner
- ◇ Represent Johnson County and perform duties in a professional, responsible and trustworthy manner
- ◇ Establish and maintain effective working relationships with co-workers, supervisors, other agencies, and the public
- ◇ Safely operate motor vehicles under emergency and non-emergency conditions
- ◇ Write detailed reports and keep accurate and timely records
- ◇ Organize and prioritize multiple responsibilities
- ◇ Maintain confidentiality and security of information as appropriate
- ◇ Operate and maintain law enforcement equipment including vehicles, firearms, Taser, two-way radio, tools, and emergency equipment
- ◇ Identify, locate and serve legal notice upon or arrest targeted individuals
- ◇ Communicate effectively and work with a diverse population including the elderly, youth, mentally ill, and/or hostile persons in routine, unusual, and crisis situations
- ◇ Handle low to high levels of stress, meet deadlines and solve problems appropriate to the position
- ◇ Make effective and timely decisions and take appropriate action in highly stressful situations
- ◇ Utilize restraint and self defense techniques and equipment proficiently

- ◇ Administer first aid to injured persons; perform CPR and operate automated electronic defibrillator
- ◇ Use a computer for the purposes of data entry, word processing, e-mail and Internet
- ◇ Operate common office equipment such as calculators, fax and postage machines, photocopiers, and multi-line telephones
- ◇ Organize and present facts and ideas clearly and concisely, verbally and in writing
- ◇ Follow verbal and written instructions
- ◇ Work in unfavorable weather conditions
- ◇ Have clarity of speech, hearing, and writing which permits effective communication
- ◇ Have sufficient vision including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, and which permits moderate production and review of a wide variety of materials both in electronic and hardcopy forms
- ◇ Have sufficient manual dexterity to make handwritten notations and which permits moderate use of a keyboard and mouse
- ◇ Climb, balance, stoop, kneel, squat, bend, twist, reach, and crawl
- ◇ Sit and/or stand for extended periods of time
- ◇ Occasionally lift, carry, push, and pull up to 75-100 pounds
- ◇ Have sufficient personal mobility to complete field work
- ◇ Work overtime and emergency duty in a 24-hour operation

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

High school graduate or equivalent. Associate's degree in related field and previous law enforcement, correctional, security, and/or military experience preferred.

Special requirements: Must pass background investigation. Valid driver's license, safe driving record, and insurable under County liability coverage. Within six months of hire, must reside in Johnson County or within a twenty mile radius of the Johnson County Sheriff's Office. Must become certified by the Iowa Law Enforcement Academy as a Peace Officer per Iowa Code. Ability to obtain and maintain certification in the following areas: CPR, first aid, weapons qualification, Intoxilyzer operation, radar unit operation, jail procedures, and medication dispensing.

SPECIFIC DUTIES: *to be performed satisfactorily with or without reasonable accommodation*

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- ◇ Operates motor vehicle and two-way radio in assigned areas, observing traffic and other law violations issuing citations or making arrests as appropriate.
- ◇ Responds to assignments from dispatch to crime or accident scenes, citizen requests for assistance or civil disturbance scenes.
- ◇ Assumes control at accident and disaster scenes, directing traffic, placing barricades and assists other emergency crew personnel at the scene.
- ◇ Executes, processes, and serves notices and order of the court including small claims, subpoenas, and related civil papers.
- ◇ Prepares appropriate reports and record keeping relating to cases in progress or prisoners.
- ◇ Transports and/or monitors prisoners and committed respondents in compliance with court orders.
- ◇ Conducts investigations of criminal activity including abuse situations, photographs, and interviews suspects and witnesses and testifies in court proceedings.

- ◇ Ensures the custody, welfare and security of prisoners including booking, feeding, exercising and related record keeping.
- ◇ Enters data accurately into county computer systems.
- ◇ Attends work-related meetings, training, conferences, and seminars.
- ◇ Performs all work duties and activities in accordance with County policies, procedures, collective bargaining agreement, and safety practices.
- ◇ Attends work regularly at the designated place and time.

FLSA Status: Non-exempt

Date Established: January 1998

Date Revised: December 13, 2021

The County of Johnson is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.