

**WILLIAMSBURG COUNTY
JOB DESCRIPTION**

**JOB TITLE: DEPUTY SHERIFF
(SHERIFF)**

GENERAL STATEMENT OF JOB

Under general supervision, exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Exercises independent judgment in dealing with dangerous or unusual situations, exercising safety practices and procedures. Works under stressful, high-risk conditions. Reports to their Sergeant.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Is responsible for serving warrants, summonses, subpoenas, civil and other official papers.

Provides security in various courts, including General Sessions, Common Pleas, Family Court, Probate Court, etc.

Is responsible for enforcing all state and local laws relating to public safety and welfare. Apprehends, arrests, and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests. Patrols residential and business districts of the County to monitor activities and enforce laws. Responds to automobile accidents and calls involving suspected criminal activity, including domestic violence, burglaries, larcenies, fights, assaults, robberies, shootings, stabbings, vandalism, missing persons, alarms, suspicious persons, vehicles, trespassers, etc.

Performs various public service functions such as assisting motorists in various situations as needed; providing security at athletic events, dances, festivals, parades, and other public events; providing traffic control in congested areas; answering the question asked by the general public; referring public citizens to persons of agencies which can provide further assistance as required; etc.

Performs a variety of other duties, including locating missing persons; responding to environmental hazards; enforcing drug laws relative to buys, busts, eradications, and confiscations; responding to calls regarding dangerous animals; etc.

Assists various agencies, including DJJ, DSS, Fire Department, Rescue Squads and Other law enforcement agencies, etc.

Prepares, processes, and/or transmits various reports as required, including incident reports, traffic tickets, service or arrest warrant/ civil paper/ family court paper, vehicle maintenance report, supplemental reports.

Works under stressful, high-risk conditions.

Maintains the required level of proficiency in the use of firearms. And evasive action/driving skills. Maintains weapons and equipment in functional and presentable condition.

Attends shift meetings, seminars, and training sessions as required to remain knowledgeable in operations and to promote better job performance.

Operates a variety of types of law enforcement and other equipment, including firearms, handcuffs, cameras, metal detectors, walkie-talkie, typewriter, computer, fax machine, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma plus successful completion of prescribed courses of study at the SC Criminal Justice Academy and one to two years of law enforcement experience; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must have a valid S.C. driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle as well as a variety of types of law enforcement and other equipment, including two-way radio, firearms, mace computer, camera, copier, etc. Must be physically able to exert up to one hundred pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; position requires seizing, holding, grasping, etc. and involves walking, standing, reaching, stooping, crouching, etc., for brief periods of time. Must be able to physically defend one's self from attack or assault. Must be able to lift and/or carry weights of approximately two hundred pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from the supervisor.

Language Ability: Requires the ability to read and comprehend a variety of documents and reports. Requires the ability to prepare various documents and reports such as incident reports, supplemental reports, booking reports, maintenance reports, etc., using proper format, punctuation, spelling, and grammar, and using all parts of speech. Requires the ability to communicate with co-workers, other law enforcement agencies, attorneys, court personnel, and the general public, etc., with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as law enforcement, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize decimals and determine percentages; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes utilizing office and other equipment. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, switches, etc. Must have high levels of eye/hand/ foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking- expressing or exchanging ideas by means of spoken words; hearing-perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has proficient knowledge of the policies, procedures, and methods of the Department. Has extensive knowledge of the state and local laws, regulations, and ordinances as they pertain to the specific responsibilities of the position. Is able to maintain control in various situations wherein danger is present. Knows and practices proper arrest procedures. Is able to develop and maintain effective communications and relationships with all departments and agencies involved in the activities of the job. Is skilled in the use of firearms and motor vehicles, their maintenance, and safety practices. Has the ability to serve civil and criminal papers properly and in a timely manner. Knows how to operate various equipment as required in the completion of daily activities. Is able to ensure the safety of passengers when transporting them in a county vehicle. Has the ability to perform duties necessary to promote the safety and welfare of the general public. Is able to react quickly and calmly in dangerous and emergency situations. Has good knowledge of first aid methods and techniques. Has thorough knowledge of the layout of county roads and the locations and characteristics of various neighborhoods. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the ability to deal courteously yet firmly and effectively with the public in police situations. Is able to use independent judgment in a wide array of stressful, high-risk conditions. Knows how to operate telecommunications radio equipment. Is able to observe situations analytically and objectively, respond and record them clearly and accurately on incident reports and report them clearly and accurately in court as required.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objective of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and person in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.