



Deputy Sheriff I

Job Description

Department: Sheriff
Position: Career Service
Starting Step: 31, Table 19
Supervisory: No
Reports to: Sergeant - Enforcement

Summary

Under general supervision of a Sergeant-Enforcement, perform court security services and/or assigned law enforcement activities

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Transport inmates and/or criminals to the Utah County Security Center (jail) or the courts.
2. Provide security for the Judge and individuals in the court room including observing, arresting, and detaining persons who may pose a threat to judges, personnel, and the public.
3. Provide security for court facilities including Provo Judicial Center and Juvenile Court by monitoring alarm systems, patrolling interior and exterior of facilities, monitoring building entrances using a computer, monitoring video surveillance cameras, alerting the roving deputy as needed, and reporting safety and security hazards.
4. Respond to emergency situations and provide CPR and First Aid.
5. Screen all persons entering the court for weapons and contraband including using a magnetometer.
6. Oversee bailiffs and other security personnel when requested and perform functions of bailiff as needed.
7. Open court sessions and conduct court support activities including summoning each case, announcing case and name of defendant, and maintaining records including the number of cases on each docket.
8. Record court papers to be served including summons, order to show cause, subpoenas, warrants, take in custody, and all other due process in a timely manner.
9. Serve civil warrants and court papers including summons, order to show cause, subpoenas, and serve felony and misdemeanor warrants at assigned facilities as required by federal, state, and local statutes.
10. Make warrant and warrantless arrests at assigned facility or as required.
11. Assist in training new personnel.
12. Respond to questions, complaints, and requests for assistance from the public.
13. Prepare various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and policy and procedure requirements.

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FLSA: Non-Exempt
Effective Date: 03/26/2018
Public Safety: Yes

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Safety Sensitive: Yes
DOT: No

14. Coordinate activities with other divisions, departments, and outside agencies.
15. Appear in court and before other quasi-legal bodies and gives testimony regarding investigations, arrests, and other information.
16. Provide security for county facilities including the state and county regional government complex as needed.

Knowledge, Skills, and Abilities

Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior

Knowledge of the Code of Conduct for a Utah County Deputy

Knowledge of civil and criminal law and regulations pertaining to court procedures

Skilled in the use of firearms and police equipment

Skilled in reading, writing, and basic math

Skilled in word processing, data entry, and basic programs

Skilled in analytical problem solving

Skilled in document composition and maintaining files, records, and reports

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to defuse or control hostile situations

Ability to make rapid and sound decisions and solve problems under pressure

Ability to communicate effectively verbally and in writing

Ability to coordinate multiple tasks efficiently

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This position regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset. Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals. This job occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 50 pounds. This position restrains individuals weighing 200 pounds or more. Must be able to meet all physical requirements established by the Utah State Peace Officer Standards and Training Certification Agency (P.O.S.T).

Position Type/ Expected Hours of Work

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Shift work and evening, weekend, and holiday work may be required as job duties demand.

Required Education and Experience

1. High school diploma or equivalent
2. Successful applicants must be one of the following: Utah Law Enforcement Officer (LEO) certified or Special Functions Officer (SFO) certified. Applicants with Special Functions Officer certification would need to obtain Law Enforcement Officer certification by the end of the probation period.

Additional Eligibility Qualifications

1. Requirements for obtaining Law Enforcement Officer certification include being 21 years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test which include cardiovascular endurance, muscular endurance, and strength testing. Once obtained, incumbents are required to maintain certification through P.O.S.T. and successfully complete required annual training
2. Incumbents must possess or obtain Law Enforcement Officer certification through P.O.S.T. (the Utah State Peace Officer Standards and Training Certification Agency) during the probationary period for new hires, the trial period for county employees promoted through a competitive recruitment, or the first six months in the classification for county employees reassigned or transferred into the classification
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
4. Selected applicants are subject to, and must pass, a full background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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