



LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

DATE: November, 2017

JOB TITLE: Deputy Sheriff

DEPARTMENT: Sheriff

JOB GRADE: 15

FLSA: Non-Exempt Union LELS

REPORTS TO: Sheriff/Chief Deputy Sheriff

SUPERVISES: Shift Workers/Dispatch Employees when on Duty

GENERAL DUTIES:

Incumbent will be required to enforce laws of the State of Minnesota and Lake of the Woods County. Performs additional duties such as transporting prisoners, mentally ill, and inebriated; serving legal documents; executing court orders; serving warrants; providing court security; investigating crimes; and serving and executing search warrants.

MINIMUM QUALIFICATIONS:

- P.O.S.T. certified, sixteen hours CLE yearly, certified first aid, firearms certified. High school diploma or GED required. Bachelor or Associates Degree preferred.
- Must be able to work under highly stressful situations requiring rapid response time and high level of awareness for long periods of time.
- Must be able to work a variety of shifts such as weekends, holidays, swing and night shifts; in addition be available for on-call duties.
- Ability to operate and maintain Sober Link for the Court.
- Must be able to travel independently.
- Must be able to communicate effectively via radio, telephone and in person.
- Must be physical able to pursue suspects on foot and be able to restrain individuals resisting arrest, including lifting a minimum of 120 lbs.
- Must have good vision (with or without eye glasses) and auditory senses in order to understand muffled conversations and sounds.
- Knowledge of tools; such as hand gun, riot gun, tear gas grenades, mace, PR-24, radar, two-way radios, weight scales, camera equipment, typewriter, batons, tear gas, portable alarm, boat, snowmobile, and rescue sled, office equipment and patrol cars. Deputies are SWAT or SRT Certified.

PREFERRED QUALIFICATIONS:

- Experience and familiarity with Lake of the Woods/Rainy River and their tributaries, as well as the geographical familiarity with Lake of the Woods County as a whole.
- Bachelor or Associates Degree.

ESSENTIAL FUNCTIONS:

- Handles all complaint calls received during rotating assigned shifts, patrols county roads as directed.
- Investigates civil or domestic disturbances, traffic accidents and enforces traffic laws on county and state highways.
- Investigates crime scenes and follows up with preparing complaints and appearing in court to testify.
- Books and processes inmates received into and released from the facility following standard procedures.
- Attends to jail needs such as supervision of inmates and any needs associated with the inmates.
- Transports prisoners, mentally ill and inebriated persons to and from courts and to state and private facilities.
- Serves civil process papers received from attorneys and courts.
- Provides court security for judges, witnesses and juries during criminal trials.
- Interviews suspects, victims and witnesses of crimes; complete accurate and precise reports on all activities while on duty.
- Investigates deaths within the County and files reports with the medical examiner's office. Deputies are trained as coroners.
- Plans, develops, monitors and carries out comprehensive law enforcement activities for patrol, civil process and undercover operation by our agency and other agencies, (FBI, BCA) operating within the county.
- Assists other law enforcement agencies when requested to do so, including local agencies and other county agencies, Customs, Immigration and Canadian authorities.
- Assists with daily UA's for Probation, Drug and DUI Court.
- Maintains all department equipment used in the performance of the job and ensures that such is in proper working order.
- Searches for lost or missing person. Searches for victims of drowning in all waters located within the County.
- Conducts security checks periodically during tour of duty of public and private facilities within the assigned area.
- Consults with County Attorney regarding new or modified State and Federal laws and their applicability thereof.
- Provides County Attorney with investigation reports, signs complaints and testifies in court.
- Takes into custody necessary persons, i.e. abused and/or neglected children and mentally ill and/or inebriated patients.
- Provides court room security for judges and witnesses and juries.
- Monitors activities that occur in the County such as weather conditions, faulty road and tower lights/signs and report through dispatcher for needed response.

- Assists fire departments and ambulance service with emergencies, traffic control and rescue work.
- Attends seminars, schools and responsible to keep informed and updated on rules, regulations and laws.
- Provides public talks and demonstrations when requested, working with the school and civic organizations within the county.
- Maintains knowledge of dispatch and jail operations in order to assist when required.
- Informs supervisor of all matters pertaining to the department and maintains a good working relationship with fellow employees.
- Maintains a neat and orderly work area, squad room squad car at all times.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned or required.

SAFETY DUTIES:

- Cooperates with the County's Safety Program
- Conducts work habits in a manner that ensures the safety of all employees
- Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies. Attends all required safety training sessions.