

# Sevier County Job Description



<b>Title:</b> Deputy Sheriff IT Officer	<b>Department:</b> County Sheriff
<b>Grade:</b> 19	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> 235	<b>Effective Date:</b> 01/12 (Last Revised 06/19)

## GENERAL PURPOSE

Performs a wide range of **professional law enforcement duties** intended to secure a safe environment for county citizens and to protect rights as established by federal, state and local laws. Performs a variety of **administrative and complex technical duties** related to planning, organizing, and coordinating departmental information technology systems and data processing operations.

## SUPERVISION RECEIVED

Works under the general supervision of an assigned Sergeant or Lieutenant.

## SUPERVISION EXERCISED

Provides functional supervision to department end-users regarding the technical access, use and operation of computer systems and data management applications.

## ESSENTIAL FUNCTIONS

### Enforcement:

- Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances;
- Determines violations and takes appropriate actions;
- Obtains and serves search warrants and arrest warrants;
- Reports to accident scenes and provides emergency assistance, renders first-aid to injured persons, controls traffic in the area;
- Performs investigations and prepares initial investigation reports;
- Secures crime scenes, recovers stolen property, gathers evidence and obtains victim and witness statements as needed;
- Conducts search and seizure;
- Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge against him/her);
- Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, and vandalism;
- Serves as an agent of the court in satisfying criminal warrants and writs of execution, restitution or attachment;
- Locates persons named in criminal warrants and executes the warrants;
- May perform as a member of a Multi-agency SWAT team;
- Certifies in operational procedures related to special weapons and critical conditions associated with gas, explosives, hostage, and dangerous suspects;
- Appears in court to offer testimony as required.

### Transport & Escort:

- Coordinates with corrections management and supervisors as needed to monitor the current status of transport assignments;
- Performs shuttling of adult and juvenile inmates to various scheduled appearances or appointments or other facilities;
- Coordinates with various local, state and federal agencies as needed;
- Performs "high risk" transports and extraditions.

### Civil Process Server:

- Serves writs such as garnishments and executions on wages and real and personal property, writs of replevin, temporary restraining orders, subpoena, summons, orders to show cause, notice of trials, and complaints and prepares receipts for money or property;
- Completes return of service and returns to records clerk for filing and notification of appropriate authorities and interested parties;
- Makes returns to the court on all writs and assures that all returns are correct and prepares and writes reports.

### Information Technologies:

- Provides IT data processing support for various agency records, jail management and dispatch records;
- Maintains Spillman server and ensures server security;
- Sets up and removes users;
- Assists to oversee department-wide use and operation of the Spillman system for case and incident tracking;
- Performs troubleshooting and fault isolation on PC's, servers, LAN's or related system components in simple configurations;
- Implements system security measures such as backups, access control, system accounting, and disaster recovery.

**MINIMUM QUALIFICATIONS:****1. Education and Experience:**

Graduation from high school or equivalent and POST Peace Officer Certified, plus two (2) years of specialized training in information systems or related field, and four (4) years of responsible experience performing above and related duties, with a preference of three (3) years being performed with Sevier County.

\* An equivalent combination of education and experience may be considered.

**2. Knowledge, Skills, and Abilities:****Considerable knowledge of**

- Local, state and federal laws such as traffic code, juvenile code, civil procedures and criminal code;
- Guidelines related to use of force, including deadly force;
- Techniques and procedures of modern police work and investigations;
- Arrest, search and seizure laws, booking processes and procedures;
- Court procedures;
- Local area networks utilizing PC's and servers;
- Spillman server and software application;
- UNIX operating system;
- TCIP/IP networking;
- Proper computer system data security/backup procedures;
- Departmental policies and procedures related to information management;
- Hardware and software installation procedures and practices;
- English, grammar and technical writing skills;
- Interpersonal communication skills.

**Skill in**

- Emergency Vehicle Operations;
- Use of firearms;
- Less-lethal weapons;
- Communication equipment and computer operations;
- Records management software, etc.

**Ability to**

- Apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations;
- Learn and interpret the civil and criminal code related to law enforcement and the elements of crime;
- Demonstrate knowledge of how to react in emergency situations;
- Follow established safety practices and procedures common to law enforcement work;
- Perform work requiring good physical condition;
- Load and optimize utilization of advanced computer software and operating systems;
- Manage complex computer system operations;
- Recognize and solve problems related to hardware and software applications;
- Communicate technical information effectively, verbally and in writing;
- Perform duties related to installation of PC's, printers, hardware and related items;
- Develop effective working relationships with fellow employees.

**3. Special Qualifications:**

- Must possess a valid Utah State Driver's License.
- Must be P.O.S.T. certified as a Law Enforcement Officer and/or Corrections Officer certified.
- Must complete 40 hours of job-specific training per year to maintain certification.
- Preference is given to individuals who are IT systems certified in Unix, Windows, etc.
- Must possess a CPR and First Aid Certification.
- Must work rotating shift work.
- Must be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

**4. Work Environment:**

- Many functions of the work pose high degree of hazard uncertainty.
- May include contact with offenders/inmates on a daily basis and may be exposed to a variety of potentially volatile and dangerous situations.
- May be required to defuse confrontation and/or physical altercations and call for emergency assistance when necessary.
- Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc.
- Must be able to move objects weighing up to 75 lbs.
- Mental application utilizes memory for details, emotional stability and discriminating thinking.
- Mental application required emotional stability in dealing with time deadlines and stresses of emergency response needs.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)