

Sevier County Job Description



Title: Deputy Sheriff Recruit	Department: County Sheriff
Grade: 15	FLSA Status: Non-Exempt
Job Code: 930	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs all duties in a learning capacity receiving on-the-job training in conjunction with POST training leading to the attainment of a Corrections Officer Certification. This is a conditional appointment. Failure to pass Utah POST certification within twelve (12) months of hire date will result in termination.

Performs a wide range of **entry level, 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. As assigned, works, corrections, or civil processing.

SUPERVISION RECEIVED

Works under the **immediate supervision** of an assigned Sergeant.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Corrections:

- Receives ongoing on-the-job training;
- Attends POST training sessions receiving instructions in related, responsibilities, liabilities and physical environment associated with correctional officer functions;
- Assists with processing inmate requests and grievances;
- Supervises inmates in county jail in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoners during correction;
- Assists with clothing and feeding of inmates;
- Supervises various facility functions including booking, housing, building maintenance, kitchen operations and laundry operations;
- Screens, inspects and distributes mail;
- Acts as liaison between courts and inmates and inmate families;
- Responds to questions and issues pertaining to court processes.

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, i.e., court hearings, medical treatment, psychological evaluations, attorney offices, and between jail facilities;
- Performs extradition of individuals arrested under a county warrant;
- Coordinates with various local, state and federal agencies as needed;
- Performs "high risk" transports.

Court Security:

- Carries out specific plans or programs to insure safety of court personnel and protection of facilities;
- Provides security for courtrooms during proceedings and for court facilities, judges and staff;
- Monitors or operates metal detectors as needed;
- Patrols court facilities;
- Investigates disturbances and suspicious situations and takes appropriate action to maintain security;
- Prepares and submits written reports of security incidents occurring within the courts.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from High School or equivalent, plus POST Peace Officer Certification and sufficient experience to demonstrate an aptitude or ability to perform above or related duties.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of

- General operations of local government and public safety/law enforcement operations.

Skill in

- Vehicle Operations;
- Use of firearms;
- Communication equipment, computer operations, etc.

Ability to

- Learn and interpret the civil and criminal code related to law enforcement and the elements of crime;
- Follow established safety practices and procedures common to law enforcement work;
- Communicate effectively, verbally and in writing;
- Develop effective working relationships with the public and fellow employees;
- Perform work requiring good physical condition.

3. Special Qualifications:

- Must be at least 21 years of age.
- 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.
- Must possess a CPR and First Aid Certification.
- Must work rotating shift work.
- Resident of Sevier County.

4. Work Environment:

- Functions of the position generally performed in a controlled environment.
- Daily travel.
- Many functions of the work pose high degree of hazard uncertainty.
- Physical readiness and conditioning may be a condition of job retention.
- Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving.
- Continuous use of motor skills.
- Periodic exposure to the presence of blood borne or airborne pathogens.



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)