

Job Title: Field Deputy III**Department:** Sheriff's Office**Immediate Supervisor:** Sergeant**BRIEF DESCRIPTION OF THE JOB:** Protects and serves the citizens and properties of the County. Performs patrol duties, administrative duties, executes warrants and completes special projects as assigned.**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of TimePhysical
Strength
Code

1) Performs administrative duties by processing civil and criminal warrants and papers, maintaining evidence and records and completing various written reports.	70%	S
2) Performs other duties by maintaining education and training, assisting with office responsibilities, participating in special teams and performing other duties as assigned.	20%	L
3) Performs patrol duties by maintaining equipment, responding to emergency radio calls, assisting other agencies, providing traffic enforcement and assisting the public as needed.	10%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	O	Directing traffic, assisting the public
Sitting	F	Desk work, driving
Walking	O	Around the office, at crime scenes
Lifting	F	Files, equipment and supplies
Carrying	F	Files, equipment and supplies
Pulling	R	File drawers
Pushing	R	File drawers
Using Fine Dexterity	F	Computer keyboard
Reaching	O	For equipment and files
Kneeling	O	Making arrests
Crawling	O	Making arrests
Twisting	O	From computer to telephone
Climbing	O	Fences
Balancing	O	On fences
Seeing	C	Reading, computer screen, driving
Hearing	F	Communicating with general public and on radio
Talking	F	Communicating with general public and on radio
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Vehicle, computer and related software, camera, camcorder, tape measure, wheel measure, evidence collecting materials, fingerprint kit, radio, handcuff, flashlight, telephone

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	Y	Extreme Temperatures	W	Noise and Vibration	M
Fumes and Odors	M	Wetness/Humidity	M	Darkness or Poor Lighting	M

HEALTH AND SAFETY					
Mechanical Hazards	D	Chemical Hazards	W	Electrical Hazards	M
Fire Hazards	Y	Explosives	Y	Communicable Diseases	M
Physical Danger or Abuse	M	Other (specify)			

PRIMARY WORK LOCATION				
Office Environment	X	Warehouse		Shop
Vehicle	X	Outdoors	X	Other:

Protective Equipment Required:

Firearm, body armor, mace, rubber gloves, eye protection, baton, weather gear

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	F

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over three years up to and including four years experience is required.

Certifications and Other Requirements:

TCLEOSE License

Valid Texas Class C Driver's License

Supervisory:

N/A

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.