

Job Title: Field Deputy II

Department: Sheriff' Office

Immediate Supervisor: Sergeant

BRIEF DESCRIPTION OF THE JOB: Protects and serves the citizens and properties of the County. Performs administrative duties, patrol duties and any other duty as assigned by supervisor.

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 Time

Physical Strength Code

1) Provides criminal warrant service by locating person, checking suspect locations, making arrests and completing proper documentation.	60%	L
2) Completes civil process by logging civil process paperwork, categorizing by location, attempting to service civil process and completing proper documentation.	10%	L
3) Performs patrol duties by checking and maintaining equipment, responding to radio calls, assisting other agencies as requested, performing traffic enforcement and assisting the public as needed.	10%	M
4) Maintains training by securing required TCLEOSE training, securing firearms training and maintaining knowledge of laws and procedures.	10%	L
5) Performs administrative duties by answering telephone, entering data into computer, recording and filling out forms and assisting the public.	5%	L
6) Performs other duties by participating in the special response team.	5%	M

Physical Strength Column: 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	F	Assisting the public
Sitting	F	Desk work, driving
Walking	F	Around office
Lifting	O	Equipment and supplies
Carrying	O	Equipment and supplies
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	O	Computer keyboard
Reaching	O	For supplies
Kneeling	O	Making arrests
Crawling	O	Making arrests
Twisting	O	From computer to telephone
Climbing	O	Stairs, fences
Balancing	O	On fences
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with general public and on radio
Talking	C	Communicating with general public and on radio
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Vehicle, radio, emergency equipment, handcuffs, computer and related software, telephone, pager, flashlight, road spikes, car jack

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	D	Noise and Vibration	W
Fumes and Odors	W	Wetness/Humidity	M	Darkness or Poor Lighting	W

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

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

Protective Equipment Required:

Body armor, protective gloves, eye protection, face mask, firearm

Non-physical Demands:

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

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

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 on year up to and including two years experience is required.

Certifications and Other Requirements:

TCLEOSE Peace Officers License

TCLEOSE Advanced Certification

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.

