

Job Title: Field Deputy Sergeant I

Department: Sheriff's Office

Immediate Supervisor: Lieutenant

BRIEF DESCRIPTION OF THE JOB: Supervises patrol personnel and performs patrol duties.

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) Supervises personnel by providing leadership to Field Deputies, providing assistance and coordinating resources as needed, managing time off requests and representing personnel to management.	90%	L
2) Performs patrol duties by responding to radio calls as needed, conducting field investigations, providing documentation, assisting other agencies and completing special tasks as assigned.	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	F	Directing traffic, providing security
Sitting	F	Desk work, driving
Walking	O	Around the office
Lifting	O	Evidence, persons
Carrying	O	Evidence and persons
Pulling	R	Assisting prisoners
Pushing	O	Vehicles
Using Fine Dexterity	F	Computer keyboard
Reaching	F	For equipment and files
Kneeling	O	Making arrests
Crawling	N	
Twisting	F	Making arrests, in and out of vehicle
Climbing	O	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	C	Driving

Machines, Tools, Equipment and Work Aids:

Vehicle, radar equipment, radio, computer and related software

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

HEALTH AND SAFETY					
Mechanical Hazards	D	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	Y	Explosives	N	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, firearms

Non-physical Demands:

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

Time Pressures	C	Emergency Situations	C
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	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 five years up to and including six years experience is required.

Certifications and Other Requirements:

Advanced Peace Officer Certification
Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

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.

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.