

Job Title: Field Deputy I

Department: Sheriff's Office
Immediate Supervisor: Sergeant

BRIEF DESCRIPTION OF THE JOB: Protects and serves the community and properties of the County. Patrols rural areas, serves warrants, maintains the peace and performs other duties 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 Time Physical Strength Code

1) Performs patrol duties by responding to emergency dispatch calls, patrolling rural areas, ensuring buildings and residences are secure and assisting other departments as needed.	80%	L
2) Performs other duties by serving warrants, filing reports, maintaining education requirements, providing public relations functions for the community and performing other duties as assigned.	20%	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	Traffic control
Sitting	F	Desk work, driving
Walking	F	At crime scenes
Lifting	O	Evidence, aiding citizens
Carrying	O	Equipment
Pulling	R	Clearing road hazards
Pushing	R	Clearing road hazards, vehicles
Using Fine Dexterity	F	Computer keyboard, operating radio
Reaching	F	For radio controls and supplies
Kneeling	R	Making arrests, changing tires
Crawling	O	During searches
Twisting	F	Making arrests, in and out of vehicle
Climbing	O	Stairs, fences
Balancing	O	On fences
Seeing	C	Reading, driving, computer screen
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:

Patrol vehicle, two way radio, computer, radar, flashlight, fingerprint kit, handcuffs, camera

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

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

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

Protective Equipment Required:

Firearms, bullet proof vest, mace, rubber gloves, eye protection, face mask, seat belt

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	F	Noisy/Distracting Environment	C

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

Certifications and Other Requirements:

Basic Peace Officer License

TCLEOSE 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.

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.