

MCDUFFIE COUNTY, GEORGIA

CLASS SPECIFICATION

Job Title: Deputy Sheriff

Department/Office: Office of the Sheriff - 3300

Salary Grade and Step: 15 BB

Chain of Command: Answers to the Patrol Division shift supervisor

JOB SUMMARY: This position is responsible for patrolling the county to prevent or observe criminal acts and traffic violations, enforcing state, federal and local laws/ordinances and testifying in judicial proceedings and instituting community oriented policing concepts.

CRITICAL RESPONSIBILITIES/DUTIES

- Patrols assigned geographical area of the county.
- Answers calls for service.
- Apprehends and cites traffic law violators.
- Completes necessary paperwork.
- Conducts citizen contacts.
- Enforces criminal law.
- Preserves crime scenes for Criminal Investigations Division personnel.
- Receives court documents both civil and criminal, such as but not limited to; arrest warrants, court orders, civil judgements, divorce suits, garnishments, juvenile actions, FI-FA's, taking possession of property, collecting judgements, assuring that legal requirements are met and related documents are properly handled.
- Appears in court as required; keeps order in the court, carries out instructions of the Judge and Sheriff during court sessions.
- At scene of crime and or motor vehicle collision; conducts preliminary investigations, obtains witnesses, makes arrests and takes persons into custody.
- Escort and transport persons to and from correctional institutions, hospitals, or court as assigned; escort and transports juveniles to detention centers and correctional institutions; transports mental patients to regional mental institutions and assist in quelling jail disturbances.
- Assist investigators in the investigation of crimes, assist in searches for wanted and missing persons.
- Provides escort for funerals, parades, and hazardous or wide loads on the roadways.
- Checks patrol vehicle daily to insure proper level of oil, fuel, air pressure and other fluids; inspects all other equipment to insure serviceability and supply.
- Prepares logs of activity, motor vehicle collision and incidents reports for filing as official report.

- Provides traffic control in congested areas; makes checks of vehicle registration, license plate, equipment condition, driver license requirements, and motor vehicle insurance.
- Assist stranded and lost motorists.
- Performs house watch, business checks and concentrated patrols.
- Effectively communicates with the community to include neighborhood leaders.
- Maintains proactive approach to law enforcement.
- Attends neighborhood watch meetings as well as civil meetings/events in assigned zone.
- Identifies community/individual problems and needs and achieves solutions.
- Renders aid/assistance to local, state, and federal agencies.
- Performs other duties as assigned or needed.

KNOWLEDGE OR SPECIAL SKILLS REQUIRED FOR THIS POSITION

- Knowledge of county geography and roads.
- Knowledge of federal, state and local laws and ordinances.
- Knowledge of current law enforcement practices and procedures.
- Knowledge of legal rights concerning the public, suspects, arrestees, juveniles and convicted persons.
- Knowledge of criminal justice, civil and court procedures.
- Knowledge of current community policing practices.
- Knowledge of the MCSO Policy and Procedures Manual.
- Skill in first aid and CPR.
- Skill in basic clerical tasks.
- Skill in safely operating motor vehicle under all conditions.
- Skill in using physical force and firearms.
- Skill in rapid assessments of varying situations and making accurate decisions accordingly.
- Skill in oral and written communication and interpersonal communications.
- Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

- Holds current and in good standing Georgia P.O.S.T. peace officer certification or is able to attain certification.
- Must qualify on the standard MCSO firearms qualification course(s).
- Must pass all drug and or alcohol screens.
- Has or is able to attain certification in the use of oleoresin capsicum (OC) spray.
- Has or is able to attain certification in the use of Taser® equipment.
- High school graduate or GED from school accredited by Southern Association of Colleges and Schools™/or its equivalent.
- Must be at least 21 years of age at time of appointment.
- Must meet all Georgia P.O.S.T. requirements.
- Preferred experience as a jail officer or other civilian or military law enforcement related position.

BASIC PHYSICAL CAPABILITIES REQUIRED

- Walking, standing, crouching, stooping, bending, reaching, climbing stairs/ladders and running moderate distances.
- Lifting, dragging, and pulling objects and persons.
- Pushing and pulling heavy objects.
- Use of hands/feet for self-defense and maintaining a moderate duration of force.
- Use of restraining and control holds and/or restraining devices.
- Ability to work outside in various weather conditions.
- Use equipment that requires dexterity.
- Ability to distinguish shades of color.

SCOPE AND EFFECT

The purpose of this assignment is to provide full law enforcement services for the general safety and well-being of citizens and maintain effectiveness of the criminal justice system.

SUPERVISORY CONTROL

The patrol division supervisor assigns work in terms of general instruction that require the use of judgement, especially during emergency. The employee is expected to determine priorities and appropriate actions, and to request guidance only if a problem arise. Supervisors review work by checking performance through direct observation and reviewing written reports as they are completed.

WORK ENVIRONMENT

Work typically performed in an office, vehicle, and outdoors. The work occasionally requires exposure to hot/cold/inclement weather, noisy environments, life-threatening situations, and contagious and infectious diseases. The work occasionally requires the use of protective devices such as bullet-resistant vests, breathing apparatus, etc.

Class specification should not be interpreted as all-inclusive. It is intended to identify the essential function and requirements of this job. Incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class is evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability may be made when possible.

McDuffie County Sheriff's Office
MCDUFFIE COUNTY, GEORGIA
EMPLOYEE SALARY AND BENEFITS
DEPUTY SHERIFF
FY 2018

Salary

\$ 33,651.48 (certified)

Grade and Step:

15BB

<u>Blue Cross/Blue Shield</u>	<u>Per Pay Period</u>
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Employee	\$0.00
Employee + Spouse	\$
Employee + Children	\$
Family	\$

Dental – This is an optional plan

Employee	\$
Employee + Spouse	\$
Employee + Child	\$
Family	\$

Vision – This is an optional plan

Employee	\$
Employee + Spouse	\$
Employee + Child	\$
Family	\$

Life Insurance and A D & D Insurance

Basic term life insurance and accidental death and dismemberment insurance is furnished at no cost to employees covered in the health insurance program.

Annual Leave

Vacation: Accumulated by pay period. Maximum accumulation may not accrue in excess of 320 hours.

<u>Years of Employment</u>	<u>Yearly Accumulation</u>
0 – 2	40 hours
3 – 4	80 hours
5 – 14	120 hours
15 and above	160 hours

Sick: Accumulation by pay period. There is no maximum accrual of sick leave.

Holidays: 11 paid holidays per year.
A holiday is 8 hours.

New Year Day, Martin L. King Day, Memorial Day, July 4, Labor Day, Thanksgiving & day after, Christmas Eve & Christmas Day, Veterans Day, and a floating day.

Retirement Plans

Pension Plan: This is a defined benefit plan and provided at no cost to the employee. This plan is designed to provide a monthly retirement income in addition to other retirement savings plans and Social Security, which an employee may be eligible to receive. Employees are entitled to participate in the plan on January 1 after completion of three years of continuous service.

An employee is vested after completing five years of credited service. Normal retirement age is 65 with at least ten years of service. Employees would be eligible for reduced early retirement benefits at age 55 with ten years of service. The amount of an employee’s retirement is based on four factors:

1. Total years of credited service;
2. Final average earnings;
3. Age at retirement;
4. Benefit formula.

Deferred Compensation 457: This is an optional plan. This is a supplement retirement program that allows an employee to contribute a portion of their salary, before federal and state taxes, to a retirement account. McDuffie County provides a retirement benefit as listed above and as such does not contribute to this plan or match any employee contribution to this plan. The government’s aim in establishing these tax-favored plans is to encourage workers to build their own financial security in anticipation of retirement. McDuffie County employees are eligible to enroll in the Deferred Compensation Plan after 30 days of employment. When employment ends, the employee is entitled to take the plan with them.

Uniforms

Uniform and equipment provided

YMCA – Thomson Campus

Paid membership to the YMCA – Thomson Campus

Additional Benefits

Uniform Cleaning:	Paid by McDuffie County
Patrol Car:	Take home program if residence within McDuffie County; Residence outside McDuffie County dependent on distance and location.
Flu shots:	No charge

If selected for employment you will meet with the Human Resource Coordinator who will explain in detail this information provided.

NOTE: Salary and benefits are set by the McDuffie County Board of Commissioners and as such are subject to change at the pleasure of the Board.