



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Senior Deputy Sheriff</u>	<b>NEW:</b> <u>    </u>	<b>REVISED:</b> <u>X</u>
<small>(Please check one)</small>		
<b>REPORTS TO:</b> <u>Sergeant</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/20</u>
<b>DEPARTMENT:</b> <u>Sheriff</u>	<b>JOB CODE:</b> <u>400</u>	

### **SUMMARY:**

Under general supervision of a Sergeant or other designee, an experienced deputy who performs general law enforcement work of average difficulty and responsibility in the preservation and protection of life and property, the prevention of crime, the maintenance of good public order, the enforcement of criminal law, service of civil process, and other related duties as required by direction or assignment. All assignments involve responsibility for recognizing the social importance of the law enforcement function, and for conscientious and effective performance of duties without immediate direct supervision. Incumbent exercises judgment and individual initiative in the performance of routine duties and in emergency situations.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Patrols assigned areas of the County to preserve public order and tranquility, and to prevent and/or discover the commission of crimes against persons or property.
- Answers emergency calls or calls for assistance; takes charge of emergency or major crime scenes and directs all law enforcement activities at the scene until relieved by a superior officer or other competent authority.
- Conducts preliminary and/or detailed investigations related to the commission of crime or law violations.
- Makes arrests and transports prisoners as needed.
- Protects crime scenes, gathers, and preserves matters of evidence, takes and records testimony; directs and coordinates activities on-site until relieved by a superior officer; assists detectives in specialized investigations.
- Completes reports and other forms as needed.
- Enforces traffic laws and issues summons to traffic law violators; reports unsafe road conditions; directs the flow of traffic when required; investigates traffic crashes.
- Participates in work involving juvenile offenders.

- Testifies in court proceedings as needed.
- Serves warrants, court orders and other legal processes.
- Assists other law enforcement, fire, medical personnel, and other government agencies as needed.
- Assists detention personnel in the Boone County Jail with facility operations and/or control of detainees.
- Assists in the training of personnel as needed.
- Participates in Sheriff's Department recruitment and community relations activities as directed.
- Performs notable tasks and/or responsibilities (i.e. collateral assignments) above that which are required as part of the basic duties of a Deputy Sheriff.
- Mentors less experienced deputies.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of the principles and practices of law enforcement.
2. Good knowledge of applicable federal, state, and local statutes, ordinances, and regulations.
3. Good knowledge of the powers, duties, functions, jurisdiction and responsibilities of the Sheriff's Department.
4. Good knowledge of the policies and practices of the Boone County Sheriff's Department and geography of the county, its incorporated areas, and the general roadway network.
5. Good knowledge of the criminal justice system in the State of Missouri and Boone County.
6. Some knowledge of Boone County Human Resources policies and practices.
7. Ability to interact with citizens in a professional manner.
8. Ability to communicate effectively and concisely, orally and in writing.
9. Ability to effectively and efficiently communicate with people from all cultural, social, economic, and diverse backgrounds in varying situations.
10. Ability to process, accurately interpret, and understand several pieces of information received from several separate sources at one time.
11. Ability to cope with stressful and strenuous situations and perform calmly in such situations.
12. Ability to utilize sound reasoning, as well as ability to make sound decisions.
13. Ability to make forcible arrests and engage in foot pursuits.
14. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.
15. Ability to enforce the laws firmly, tactfully, and impartially and to deal courteously and harmoniously with co-workers and the general public.
16. Strong ability to follow instructions when furnished in written, oral, or diagram form.
17. Strong ability to prioritize workload; meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.
18. Strong ability to interview and interrogate people.
19. Skill in the use and care of firearms, less lethal weapons, radios, and related law enforcement equipment.
20. Skill in defensive and emergency driving.

**PHYSICAL DEMANDS:**

Ability to: react to physical confrontations and emergency situations quickly and effectively; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions: perform multiple physical tasks simultaneously; drive an automobile; qualify with a department authorized firearm and defensive weapons; wear required uniform articles and safety equipment for extended periods of time; wear and use a respirator; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS standing and sitting for long periods of time; FREQUENT bending, reaching, kneeling, and crouching; climbing up and down stairs; lifting and carrying 75 pounds; dragging up to 150 pounds.

**WORK ENVIRONMENT:**

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; risk of civil litigation due to the performance of duties.

Work may be performed in various settings and weather conditions (e.g., extreme temperatures and precipitation).

Duties are generally performed on an assigned shift, but the deputy may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best contribute to the efficient and effective operations of the Sheriff's Department.

May be required to wear uniform or plain clothes in performance of assigned duties.

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

**MINIMUM QUALIFICATIONS:**

Must meet the minimum qualification for the position of Deputy Sheriff.

Minimum of three (3) years' experience with the Boone County Sheriff's Department as a commissioned deputy.

Two (2) letters of recommendation by an Enforcement Branch supervisor holding the rank of Sergeant or above.

No written reprimands during the previous two years prior to appointment.

Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.*