



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Deputy Sheriff Trainee</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Sergeant</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>04/19</u>
DEPARTMENT: <u>Sheriff</u>	JOB CODE: 400	

OVERVIEW:

This is a non-sworn, entry-level position. Incumbents in this position are required to attend an applicable law enforcement training academy to gain POST approved peace officer licensure. This position is eligible for promotion to Deputy Sheriff upon successful completion of a POST academy. Incumbents who do not successfully complete academy training may be released from employment.

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.)*

Attends an applicable law enforcement training academy to gain POST approved peace officer licensure. Under general supervision, learns and performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances; makes investigations, assists in the preparation of cases and may testify in court; provides information and assistance to the public; and performs related work as required. Must be able to meet the attendance requirements of the POST academy.

KNOWLEDGE AND SKILLS:

1. Ability to learn applicable federal, state, and local statutes, ordinances and regulations.
2. Ability to undergo strenuous physical conditioning.
3. Demonstrated honesty and high moral character.
4. Analytical skills to be able to evaluate sensitive and/or dangerous situations quickly and to take effective and reasonable action.
5. Strong oral skills to interact and communicate tactfully and effectively with a culturally diverse population.
6. Good written communication skills to write clear and accurate reports.

PHYSICAL DEMANDS:

The position requires the ability to pull, push, and lift more than 150 pounds. Specific vision abilities required by this job include visual acuity of at least 20/200 correctable to 20/20 in both eyes, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet the physical requirements of the POST academy.

WORK ENVIRONMENT:

Work is performed in internal and external environments with exposure to inclement weather and varying temperatures. This position is subject to extended periods of driving vehicles and may be exposed to hazardous chemicals, drugs, and infectious and communicable diseases. The majority of work occurs in a law enforcement training environment and is subject to the POST academy schedule.

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. The applicant must be 21 years of age or older at time of academy graduation, have a clear criminal record excluding traffic violations, and must possess a valid Operator's license at time of application and a valid Missouri Operator's license at time of appointment. Visual acuity of at least 20/200 correctable to 20/20 in both eyes is required and applicant must pass a medical examination, psychological assessment, and a pre-employment drug screen prior to appointment.

No marijuana use or possession in the past 2 years; no other illegal drug use or possession in the past 5 years. Applicant must pass a pre-employment drug screen, must be able to type a minimum net score of 35 wpm, and must reside in Boone County. Applicant must be able to successfully complete a Peace Officer Standard Training (POST) academy and obtain a class A or B Missouri Peace Officer License.