



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Deputy Sheriff</u>	NEW: <u>X</u>	REVISED: <u> </u>
	(Please check one)	
REPORTS TO: <u>Sergeant</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>05/14</u>
DEPARTMENT: <u>Sheriff</u>	JOB CODE: 400	

DEFINITIONS:

With limited supervision, conducts regular patrols, investigates accidents and complaints, detains and interviews violators, serves court orders and takes action to enforce the laws of the State of Missouri and the ordinances of Boone County.

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.)*

Conducts routine patrols in assigned area; conducts traffic stops; enforces rules, regulations and ordinances of Boone County and laws of the State of Missouri; responds to calls for service; communicates with victims, witnesses and suspects in cases; identifies and collects evidence; writes reports; performs follow-ups on investigations.

Serves and enforces child and adult orders of protection; arrests law violators; transports prisoners; processes prisoners; testifies in court; serves arrest and/or search warrants; checks employee security at open and closed businesses; performs building searches; conducts traffic stops; issues traffic summonses; investigates traffic accidents.

Assists other law enforcement agencies; assists the fire department and medical aides in emergencies; assists Corrections with inmates; handles citizen complaints; performs surveillance duties as required; serves probate warrants; transports probate arrests; performs vehicle maintenance; conducts medical emergencies; maintains other equipment.

Organizes and teaches the D.A.R.E. program in junior high schools; serves as liaison between schools and law enforcement; meets with and advises neighborhood groups.

KNOWLEDGE AND SKILLS:

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 policies and practices of the Boone County Sheriff's Department.
4. Some knowledge of Boone County Human Resources policies and practices.
5. Good knowledge of the criminal justice system in the State of Missouri.
6. Good knowledge of the court system in the State of Missouri.
7. Skill in interacting with people of different social, economic, and ethnic backgrounds.
8. Skill in communicating with violators and mediating difficult situations.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent; 21 years of age or older; clear criminal record excluding traffic violations; visual acuity of at least 20/200 correctable to 20/20 in both eyes; must possess a valid Operator's license at time of application and a valid Missouri Operator's license at time of appointment; must possess a valid Class A or B Missouri Peace Officer License or current enrollment in a police academy. Applicants must be able to meet the strenuous physical demands of law enforcement activities which include, at a minimum, the ability to engage in foot pursuits, to make forcible arrests, and to operate law enforcement equipment, including firearms. No marijuana use or possession in the past 2 years, and no other illegal drug use or possession in the past 5 years. 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.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)