

# BUCHANAN COUNTY

**Position:** Deputy Sheriff

**Supervises:** None

**Department:** Sheriff

**Gives work direction to:** None

**FLSA Status:** Non-Exempt  
Union-Chauffeurs, Teamsters & Helpers Local 238

**Reports to:** Sheriff or designee

**Revision date:** July 16, 2015

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## POSITION SUMMARY

The Deputy Sheriff performs work involving general duty police work in the protection of life and property through the enforcement of County laws and other pertinent local, State and Federal laws; may be assigned to any of the divisions of the Sheriff's Office; and performs work under general supervision, which involves an element of personal danger.

## ESSENTIAL JOB DUTIES

- Enforcing the laws of the County and all other pertinent local, State, and Federal laws.
- Patrols an assigned area checking doors and windows and examining premises of unoccupied buildings or residences in order to detect any suspicious conditions in a motorized police vehicle.
- Investigates suspicious conditions and complaints and makes arrests of individuals who violate the law.
- Makes traffic stops and issues violation tickets or makes arrests to those who break traffic laws; aid or assist motorists; and investigates traffic accidents.
- Assists with fire, accidents, rescues, hazardous materials spills, disorderly reports, and medical calls giving CPR, aid, or first aid in an assigned area. Restore order, regulates traffic and prepares necessary reports.
- Conducts investigations of serious crimes and accidental deaths. Preserves the scene of a crime, interviews victims, witnesses, and suspects. Follow-up with leads and presents case to the County Attorney's office.
- Serves warrants, subpoenas, and legal papers. Handles and supervises evictions, performs repossessions and files liens as necessary.
- Appears in court as the arresting officer.
- Maintain any all arrest and/or criminal records and prepares required reports.
- Must maintain a valid State of Iowa Driver's license and be insurable under the County's guidelines.
- Must obtain and maintain the following certification: Iowa Law Enforcement; CPR; first aid; weapons qualifications; intoxilyzer and radar unit operation.
- Must pass a thorough fingerprint search conducted of local, state, and national files, and have not been convicted of a felony or a crime involving moral turpitude.

## INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Sheriff or designee.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to read, write, and communicate effectively with the general public, answers questions, and comprehend directions and instructions.
- Ability to handle stressful situations, to analyze situations quickly and objectively, and to determine the proper course of action in emergency situations.
- Ability to maintain composure while working under pressure and adapt quickly to change, to plan, organize, and prioritize tasks with numerous interruptions.
- Ability to operate the following equipment such as the intoxilyzer, fingerprint and photo equipment, and a computer.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (continued)**

- Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations.
- Knowledge of the Iowa Criminal Code and Rules of Civil Procedures, and Office policies, procedures, rules and regulations.

**ENTRY REQUIREMENTS (Minimum)**

**Education/Training:** High school diploma or GED;

**Or**

An Associate's Degree in law enforcement, criminal justice, political science, or related field is preferred.

**Work Experience:** None required

**Required licenses, registrations and certifications:** Possession of a valid State of Iowa Driver's license. Obtain and maintain certification in the following areas: CPR; First Aid; Weapons qualification; Intoxilyzer operation; Radar unit operation, and must pass the Civil Service Exam and complete the training program at the Iowa Law Enforcement Academy during the probation period.

**Required post-offer physical examinations:** Must meet all requirements as outlined in the employee handbook.

**Required drug testing:** Drug testing shall be required as allowed by state law.

**Residency requirement:** None.

**Other testing required:** None.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is continuously required to walk, run, sit, stand; turn, twist, or bend body; use hand to finger manual dexterity; handle or feel objects, tools or controls; reach with hands and extend arms; balance, stoop, talk and hear. The employee is frequently required to squat, lift items above shoulder, kneel or crawl, push/pull or lift/carry a minimum of sixty (60) pounds.
- Specific vision abilities required by the job which permits the employee to observe and identify criminal activity include close and distance vision, color, peripheral and depth perception, and the ability to adjust focus.
- *Work Environment:* Work is conducted primarily outdoors so the employee is exposed to weather conditions prevalent at the time. The employee may be exposed to violence and/or physical hazards associated with apprehension and arrest of suspects. The employee frequently performs duties under high degree of stress and at risk of personal safety.

**HOURS OF WORK**

The normal workweek shall consist of forty-two and a half (42.5) hours per week. Shifts will be selected according to the procedures set forth by the Sheriff and as outlined in the union agreement. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The Sheriff reserves the right to change or reassign job duties or combine positions at any time.
5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Department Head signature

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Employee Signature

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Date

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Date