



**MASON COUNTY CIVIL SERVICE COMMISSION
POSITION DESCRIPTION**

Title: Deputy Sheriff		Department: Sheriff's Office
Affiliation: Sheriff's Deputies Guild		Reports to: Shift Supervisor
Salary Range: According to the current signed labor contract		Supervises/Directs: None
Risk Class: 6905-01	Job Class: 3020	Exempt __ Non Exempt <u>X</u>
Civil Service Commission Approval Date: 02/21/2019		Elected Official/Human Resources Approval Date: 02/21/2019

General Tasks:

Perform police and custodial services in accordance with the mission, goals, objectives and policies of the department, and in compliance with governing federal, state and local laws, perform related duties as required and assigned.

Illustrated Tasks: (Including but not limited to)

- Receive requests from citizens and others for police assistance and inform appropriate personnel.
- Engage in routine patrol to determine the existence of actual or potentially troublesome crime related situations.
- Conduct preliminary and extended inquiries regarding possible law violations, obtaining and verifying factual information from involved persons.
- Determine existence of probable cause, identify and take suspects and offenders into physical custody.
- Complete all reports in accordance with departmental procedures.
- Present factual information in court on field observations and investigations of criminal cases.
- Service of civil and court process.
- Initiate public service activities and respond to requests from persons for information and assistance.
- Profession development by seeking to maintain or increase both academic and non-academic police related skills.
- Regular, reliable and punctual attendance.
- Perform the physical requirements of the position; work within the established working conditions of the position.

Required Knowledge- Skills and Abilities:

Knowledge of applicable federal, state and local laws; knowledge of police related constitution and judicial rulings; knowledge of the principles of police service; knowledge of modern investigatory procedures and equipment; knowledge of care, collection and preservation of evidence; knowledge of related criminal justice and social services systems and their functional knowledge of emergency service procedures, rules and regulations; knowledge of county character and characteristics; ability to think quickly under stress in a logical and analytical manner; ability to relate effectively to others in tense and/or hostile situations; ability to adapt quickly to changing conditions which require diverse responses; ability to endure prolonged period of physical and mental stress; ability to

comprehend and apply departmental policies, rules and regulations; ability to ability to communicate in a clear, accurate, comprehensive and concise manner, both verbally and in writing; possession of a valid Washington State driver's license.

In addition:

Each Deputy Sheriff is individually responsible for maintaining his or her peace officer certification status and maintaining this status is required for continued employment in the sheriff's office.

Applicant Qualifications:

To establish eligibility for deputy list, a grade of 70 percent or better on the written examination through Public Safety Testing and pass the physical examination, also through Public Safety Testing. Applicant must complete or have already successfully completed the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy within one (1) year from hire date. Subject to background investigations, polygraph, and psychological tests.

The Deputy Sheriff position requires a wide variety of physical activities to varying degrees based on varying work circumstances. Required physical activities include walking, standing, sitting, running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people, handling, digital dexterity, twisting, talking, hearing and seeing. A Deputy Sheriff must be able to clearly distinguish and identify colors; safely drive a vehicle with unassisted vision; accurately discharge a firearm (either hand) with unassisted vision; clearly discriminate electronic, mechanical and human sounds and/or operate other required equipment in a safe and lawful manner for the protection/safety of the public, of self and of other employees.

REQUIRED TRAINING FOR THIS POSITION:

Sexual Harassment & Discrimination – Annually
Blood Borne Pathogens – Annually
Smart Risk Management – Once
Slip, Trip and Fall – Annually
Safe Lifting Practices – Annually
FEMA IS 100.c and 700.b All employee's-Once

REGULAR MONITORED DRIVER: X Yes _____No

DEFENSIVE DRIVING- ALL ANNUALLY:

Basics
R is for Reverse
Intersections
Reduce Winter Weather Accidents
General Auto Risk Program for Drivers

Additional job specific trainings may be issued at a later date.

Civil Service Commission Signature of Approval:

Date: _____

Date: _____

Date: _____

Elected Official / Human Resources Signature of Approval:

Date: _____

I have read and understand the above position description:

Employee Name: _____

Employee Signature: _____

Date _____