

**POSITION DESCRIPTION
FOR
GRAND FORKS COUNTY, NORTH DAKOTA**

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| JOB TITLE: Deputy Sheriff II, Civil Process | JOB CODE: 2111 |
| ORGANIZATIONAL UNIT: Sheriff Department | FLSA STATUS: Non-Exempt |
| REPORTS TO: Captain | |
| INCUMBENT: Greg Sampson | DATE: March 2003 |
| APPROVED BY: | DATE: |

PRIMARY PURPOSE:

As a certified law enforcement officer, function as a senior deputy in the Civil Division as a primary role, in addition to the duties as Deputy Sheriff I.

ESSENTIAL DUTIES (Fundamental Job Duties):

(The following is a listing of examples of responsibilities of this position and is not intended to be a complete listing.)

Provide advance level expertise and reviews of civil process papers; contact legal representatives, individuals, and businesses regarding the service of legal documents and levies on real and personal property; instruct Sheriff Department personnel and Deputies on Civil Process and act as senior Deputy in the Civil Division.

Deliver civil papers and executions. Maintain files on civil process documents, serve writs and levies on property, conduct Sheriff sales, record the disposition and action.

Patrol roadways within Grand Forks County to observe and take appropriate action against traffic violators, wanted vehicles, stranded motorists, hazardous conditions, and other irregularities.

Respond to citizen requests, complaints or emergencies including crimes in progress. Patrol roadways within Grand Forks County to observe and take appropriate action against traffic violators, wanted vehicles, stranded motorists, hazardous conditions, and other irregularities. Negotiate with individuals who are potentially deficient or addicted, apprehend as needed and transport to private or public institutions.

Assist in criminal investigations and process warrants including personal contact, arrests and court appearances. Update electronic/manual criminal information filing systems as needed.

Handle accident scenes and renders first aid assistance. May take photographs, make measurements, obtain statements and gather evidence to determine the circumstances causing the accidents.

Prepare detailed reports on arrests, accidents and other complaints.

Transport inmates and mental health patients to and from court, jail, institutions and other facilities. Assist in crowd control and quelling civil disturbances. Answer requests for information and promote positive police community relations.

Perform other duties as assigned or apparent.

MARGINAL FUCTIONS (Incidental Job Duties):

May assign and check work of other Deputies and provide input to their performance.

Answer and route telephone calls, operate office equipment, and maintain department vehicles.

EDUCATION AND EXPERIENCE REQUIRED

Completion of a minimum of a High School diploma and a 2 year post high school education program in Law Enforcement plus 1-2 years experience, or any combination of equivalent education and experience. Must maintain a North Dakota Peace Officer Certificate and a valid driver's license.

PHYSICAL DEMANDS

Physical requirements and environment for this position are similar to that expected in a typical to administrative and law enforcement settings, sitting, standing, eye-hand coordination, potential use of firearms, ability to move persons and work in a variety of scenes, working in a squad car, operating radar equipment, and dealing with stress, lifting at times up to 100+ lbs, more commonly to 20-50 pounds. Incumbent is likely to be exposed to various types of weather conditions.

DISAGREEABLE CONDITIONS

Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, machinery, disease and/or dust can cause discomfort and where there is a risk of injury.

Subject to rotating shift assignments, 24 hours per day, seven days per week, to 12 hour shifts, to call out and overtime.

HAZARDS

May be subject to enclosed environment over extended periods of time, to individuals or groups who are armed and dangerous, and to interactions in unstable environments.

Signature

Supervisor's Signature

Date

Date

Grand Forks 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 encourages prospective employees and incumbents to discuss potential accommodations with the employer.