

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

JOB TITLE: Deputy Sheriff, Captain	JOB CODE: 2123
ORGANIZATIONAL UNIT: Sheriff Department	FLSA STATUS: Exempt
REPORTS TO: Chief Deputy Sheriff	
INCUMBENT: Robert Rost	DATE: March 2003
APPROVED BY:	DATE:

PRIMARY PURPOSE:

Supervise staff, provide management support and assist in planning, organizing, directing, and coordinating the functions and activities assigned to the Grand Forks County Sheriff's Department.

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 full supervision to deputies, sergeants and support staff as assigned in instruction, assigning work, planning work of others, maintaining standards, coordinate activities, approve leave, allocate personnel and act on employee problems. Discipline employees and provide independent evaluation of employee performance. Interview and participate in the hiring process of all Sheriff's Department staff. Conduct background investigations of all applicants and make appropriate recommendation.

Schedule all shifts for Deputy Sheriff staff. Interpret new and existing Federal, State, and local laws for subordinate Deputies. Conduct shift briefings in the absence of a Sergeant.

Supervise Civil Division and assign work to appropriate Deputies. Conduct employee performance appraisals for assigned department staff. Understand and interpret department policies and procedures.

Review time sheets and patrol logs of all Deputies and maintain records to track compensatory time and flextime hours.

Assist in planning, organizing, directing, and coordinating department activities. Coordinate activities with a variety of other Federal, State, and local law enforcement agencies.

Schedule maintenance on all department vehicles. Schedule equipment switch over and installation on new vehicles.

Supervise and conduct mortgage foreclosure sales and bank levies, seizing bank accounts on civil executions.

Serve civil process papers according to the North Dakota Rules of Civil Procedure and local rules established by the court. Document attempts and service of civil process papers and testify in court to the services, if needed.

Conduct sale of surplus County property and deposit funds in the County General fund.

Assign prisoner transports to facilities that are court ordered. Transport inmates and mental health patients to and from court, jail, institutions and other facilities.

Supervise Crime Prevention Division and present public information to civic groups and organizations.

Operate as Deputy I or II, or Sergeant as needed. Provide backup to these positions.

Answer requests for information and promote positive police community relations.

Identify hazardous materials, take precautions for hazardous materials, blood borne pathogens and contagious diseases or other containment measures, reporting such information to appropriate agencies for full response.

Provide Courthouse security on a scheduled and on-call basis.

Perform other duties as assigned or apparent.

MARGINAL FUCTIONS (Incidental Job Duties):

Function as on-call supervisor.

Prepare evidence and appear in court, as needed.

EDUCATION AND EXPERIENCE REQUIRED

Complete of an Associate’s Degree in Law Enforcement or Police Administration, plus 7 years of progressively responsible experience, or any combination of equivalent education and experience. Must maintain licensing as Licensed Instructor of North Dakota Peace Officers. Must maintain a North Dakota Peace Officers License and 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

The majority of the work is performed in an administrative capacity. However, the ability to work under occasionally unsafe and uncomfortable conditions is required 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 without relief, 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.