

JOB TITLE: Deputy; Sworn	JOB CODE:
DEPARTMENT: Sheriff's Office; SUPERVISOR'S TITLE: Undersheriff and Sheriff	FLSA STATUS:
<u>POSITION SUMMARY</u>	
Under the general guidance and direction of the Undersheriff and Sheriff, enforces federal, state, and local laws.	

FULL-TIME: DEPUTY; SWORN
CLOSING DATE:

WAGE: \$25.06 Base; After 1 year \$25.69
BENEFITS: Sick Leave after 90 days
Vacation Leave after 180 days
Health Insurance after 90 days
Retirement, Overtime, Shift bid

APPLICATION REQUIREMENTS:

- Resume with a signed Letter of Interest
- Standard Application for Position of Public Safety Officer in the State of Montana
- Montana Physical Abilities Test Waiver
- Authorization for Release of Information
- Must reside in Lincoln County, Libby Area
- Must be a citizen of the United States
- Must have a diploma and/or GED
- Must have a current Driver's License
- Must pass criminal Background check.
- Must have a clean driving record.
- Must pass drug and alcohol test.
- Minimum of 2 Letters of recommendation from non-family members

JOB DESCRIPTION

ESSENTIAL FUNCTIONS

1. This is a sworn deputy position assigned to
2. This position may require call outs during off duty time.
3. Continual contact with the public; consultation and coordination of activities within Sheriff's Office and other law enforcement agencies, the County and City Attorneys and Justice Court.

4. Other patrol duties are supervised by chain of command. This is not a supervisory position.
5. Must reside in the respective district as defined by the Sheriff. Applicant will be required to submit to a complete physical and psychological examination by a physician selected by the Sheriff. Must meet the Montana Peace Officer Standards as defined in the Montana MCA 7-32-303. A detailed background investigation will be conducted.
6. Must be able to lift at least 50 pounds.
7. May work in adverse weather conditions. Possible exposure to hazardous substances. Contact with aggressive animals and confrontational situations with the public.

DUTIES AND RESPONSIBILITIES

- Responding to complaints and calls for service; observing violations; making arrests.
- Conducts criminal investigations by gathering evidence; interviewing victims and witnesses; interrogating suspects.
- Detailed report writing.
- Appears in court to testify in civil and criminal proceedings.
- Executes warrants and serves civil paperwork.
- Maintains safe traffic conditions by monitoring and directing traffic, enforcing laws and county ordinances.
- Maintains operations by following policies and procedures.
- Ability to work changing shifts, weekends, and holidays.
- Operation of equipment including computers, breath testers, radars, radios, patrol vehicles and firearms.
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attending educational workshops; reviewing professional publications; practicing skills; participating in ongoing professional training.
- Decision making, legal compliance, handles pressure, deals with uncertainty, lifting, maintains physical fitness, exercises sound judgment, maintains objectivity, dependability, emotional control, and integrity.
- Will assist Detectives as needed.

SCOPE OF RESPONSIBILITY

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties and follows operating policy and procedure requirements.
- Maintains accurate records.
- Follows appropriate safety standards and precautions.
- Conducts effective investigations.
- Responds readily to complaints and calls for service; Handles them properly.
- Displays tact, consideration, and cooperation when dealing with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with supervisors, and the public.

JOB SPECIFICATIONS

Education: High school diploma or equivalent. Montana P.O.S.T. Certified within a year of hire, including attending Montana POST Basic Academy.

Experience: This position requires a valid Montana Driver's License.

Knowledge, Skills, Abilities and Competencies:

- Montana POST Certified within one year of hiring
- Must pass weapons training/qualification.
- Requires skills in the use of in public relations, office management, and recordkeeping (basic computer operation and ability to learn specialized software programs).
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attending educational workshops; reviewing professional publications; practicing skills; participating in ongoing professional training.
- Ability to relate to and evaluate people, to assert one's authority, to communicate effectively orally and in writing, to follow verbal and written instructions explicitly, and to establish effective working relationships with animal shelter staff, supervisors, and the public.
- Decision making, legal compliance, handles pressure, deals with uncertainty, lifting, maintains physical fitness, exercises sound judgment, maintains objectivity, dependability, emotional control, and integrity.