

Eastland County Sheriff's Office

Job Title: **Deputy Sheriff**

Pay Rate: \$19.80/Hr.

FLSA Status: Non-exempt

Summary: This position requires a Basic Certification through TCLEOSE and requires through knowledge of law enforcement procedures. The individual has daily contact with the public and is responsible for the preparation of offence reports, investigating crimes and making arrest when needed.

Essential Job Function

1. Serve legal papers/arrest warrants
2. Make needed contact with defendants and complainants, handle and investigate crime and crime scenes and arrest and maintain control of suspect(s) by restraint when needed.
3. Handle commitments to hospitals and institutions
4. Type letters and affidavits, hold sheriff's sales, prepare and complete offense reports on the computer
5. Traffic stops and accident investigations

Knowledge, Skills and Abilities:

1. Ability to handle sensitive and confidential matters
2. Knowledge of Texas statutes and codes as it relates to patrol and traffic law
3. Ability to communicate effectively both orally and in writing
4. Knowledge of investigatory techniques
5. Skill with firearms, and other law enforcement equipment
6. Ability to safely and correctly operate a patrol vehicle
7. Knowledge of all department policies and procedures

Working Conditions: Work location is outside. Some inside work may be required. May be exposed to hazards, which may result in serious injury or death.

Physical Demands: Bending, Squatting, Kneeling, Running, Stair climbing, Twisting upper body and Lifting. Frequently long periods of standing, sitting and/or walking. Physical ability and strength associated with forceful physical contact.

The Physical Demands describes here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with short term disabilities to perform the essential functions of this job.

Minimum Education: High School Diploma or Equivalent

Minimum Years of Experience: 1 Year

Minimum Experience/Training: In all phases of criminal and civil law enforcement, patrol techniques, and other forms of public service

Special Requirements: Valid Texas Drivers' License, Permanent Texas Peace Officers Certificate, Pass a background check, Pass Physical and Psychological Examinations, Pass Drug Screening.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Signature

Date

Chief Deputy

Date