

JOB DESCRIPTION

JOB TITLE: DEPUTY SHERIFF
REPORTS TO: SHERIFF OR DESIGNEE
DEPARTMENT: SHERIFF
DIVISION: LAW ENFORCEMENT

ORIGIN DATE: MAR 1987
REVISION DATE: DEC 2017
DEPARTMENT NO: 10-17

JOB SUMMARY:

This is a non-exempt position. Deputies will assist in all aspects of the operations of the Lyon County Sheriff's Office; including all duties of jail operations, service of the process of the courts, criminal and traffic law enforcement and any other tasks assigned by their supervisor to promote the public safety.

PRIMARY DUTIES:

1. Perform the statutorily prescribed law enforcement duties of the Sheriff's Office: Enforcement of State Law and County resolutions, arresting or issue citations to individuals violating such laws or resolutions. Investigating complaints and reports of Motor Vehicle Accidents and other incidents; identifying and collecting evidence found at crime scenes and documenting the same. Appear in Court to provide testimony as needed.
2. Legibly prepare departmental reports and other documentation, completely, accurately, and in a timely manner.
3. Respond to and handle citizen's concerns and complaints and other public relations duties in a compassionate, professional manner.
4. Pass on to other officers the skills and information you have that will assist them in the professional performance of their duties; either informally or at shift change briefings or in formal training sessions.
5. Recognize and report any violations of County or Sheriff's Office policies and procedures observed, and investigate and document same, as assigned by supervisor.
6. Take advantage of every opportunity to enhance professional knowledge and skills by attending training, studying on your own and learning from others with specialized skill and expertise as the opportunities arise.
7. Show up for work on a regular and predictable basis as scheduled.

INTERMITTENT DUTIES:

1. Must attend 40 hours of approved training every year from among the training opportunities identified and approved by the Sheriff.
2. Must, on occasion, responsibly and professionally handle large sums of cash; and on intermittent occasions independently expend budgeted funds for vehicle maintenance, supplies, and travel expenses.
3. Must be able to demonstrate consistent interpersonal skills that will enable them to relate professionally with the public, inmates, and other County and Sheriff's Office employees.
4. Must be able to spend lengthy periods in an automobile, subject to working in all weather conditions with occasional extended periods of exposure to inclement weather.
5. This position requires the ability to work shifts. Applicant must be willing to respond to call out situations and schedule changes subject to short notice.
6. Must be willing to respond to high-risk situations including exposure to life threatening situations.

7. Must be able to complete short periods of very high intensity physical exertion.
8. May be required to participate for 2-3 years in the WorkWellKS training seminars and the Lyon County, Kansas Wellness Team roles as: Convener, Facilitator, Secretary, Communications/Promotion, Liaison to the Executive, Meaningful Employee Engager, Event Planner, Benefits Liaison, Data Liaison, and/or Facilities.
9. Must possess sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing capability to be able to deal effectively with the public and others directly or via telephone or radio equipment.

BASIC REQUIREMENTS:

1. The applicant must engender sufficient faith and confidence in the Sheriff to merit appointment as a Deputy Sheriff.
2. The applicant must have reached their 21st birthday and have a valid driver's license.
3. The applicant must have a high school diploma or GED.
4. The applicant must be able to read, write and speak English fluently; the ability to speak a second language is desirable.
5. The applicant must be able to successfully complete the County employment application and pass the County Physical examination including a drug screen and a psychological evaluation.
6. The applicant must be able to pass a background investigation, polygraph examination, and be able to obtain state certification as a Full-Time Law Enforcement Officer.

Employees hired after October 1, 2017:

Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position.

For the Classification Series of LYON COUNTY/CITY OF EMPORIA: LAW ENFORCEMENT and DETENTION OFFICERS:

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 130 maximum pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 86 maximum pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 43 maximum pounds constantly (67%-100% of the time or over 500 times per day).
4. Employee's position requires pushing a maximum force of 107.
5. Employee's position requires pulling a maximum force of 107.

SAFE LIFTING CRITERIA:

Floor to knuckle:	100 lbs
12" to knuckle:	117.5 lbs
Knuckle to shoulder:	N/A
Shoulder to overhead:	N/A
Carry:	100
Push:	100 lbs force (sled + 235 lbs)
Pull:	100 lbs force (sled + 235 lbs)

Signature _____

Date _____

Lyon County Representative Signature _____