

**CARBON COUNTY MONTANA
JOB DESCRIPTION FORM**

Job Title: Deputy Sheriff

Position#:

Department: Carbon County Sheriff's Department

Reports To: Sheriff, Under Sheriff, And Sergeant

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 40.00 Nonexempt Exempt

Reason for opening:

Prepared By: Human Resources

Date: 9/26/22

I.	PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)
	To serve and protect the people of Carbon County by preserving the peace, enforcing criminal and civil laws, and providing related law enforcement and safety services.
II.	ESSENTIAL FUNCTIONS (What activities are required for the position to exist? Estimate the percentage of time spent in each.)
	Enforce criminal and traffic laws under Montana Codes Annotated Operate motor vehicles to patrol roadways of the county Investigate criminal and traffic offenses Perform search and rescue activities Perform traffic control activities Perform detention duties including caring for prisoners, transporting prisoners and other jailer duties Perform arrests Write and submit reports, maintain case files and perform other office duties Prevent and suppress breaches of peace
III.	OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)

Attend court trials and testify as needed
Perform public service and crime prevention activities
Serve civil process papers
Execute civil court orders
Command aid of inhabitants
Operate radar gun
Work with juveniles
Provide teaching and instruction
Perform all duties required of the Sheriff's department including jail duties
Perform all duties customarily assigned to a full-time deputy
Perform First Aid as needed

IV. **KNOWLEDGE AND SKILLS** (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)

Required:

Thorough knowledge of Montana Codes Annotated
MLEA Basic certificate
Ability to work well with the public; excellent public relations skill set
Ability to successfully communicate by telephone or radio with dispatch and the public
Ability to maintain confidentiality
Professional appearance and demeanor
Valid Montana driver's license
Be in sound physical condition and mental health to perform job duties
Resident of Carbon County within 1 year of hire

Preferred:

Know how to operate Intoxilyzer
Experience working with police dogs
Knowledge of detention facility management or experience as a jailer
Certification as a radar gun operator
HGN certified for DUI testing

<p>Thorough knowledge of weapons including firearms</p> <p>Training in advanced driving skills</p> <p>Through understanding of civil and criminal law</p> <p>At least 4 years in Sheriff reserves</p> <p>Basic and advanced coroner training</p> <p>Training and experience in conducting investigations</p> <p>Knowledge of Court procedures</p> <p>Dependable, trustworthy, and responsible</p> <p>Possess common sense</p> <p>Ability to remain calm and to work well with others</p> <p>Associates degree</p> <p>MLEA course in firearms and videotaping</p>
<p>V. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)</p>
<p>None</p>
<p>VI. EXTENT OF PUBLIC CONTACT (Within and outside the company)</p>
<p>Extensive contact with the public and other agencies.</p>
<p>VII. WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.)</p>
<p>Shifts consist of working days, afternoons, nights, weekends, and holidays. Requires travel.</p>

VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved Denied

By:

Date:

Comments: