

**CARBON COUNTY MONTANA
JOB DESCRIPTION FORM**

Job Title: Deputy Sheriff/Deputy Coroner/Training Officer

Position#:

Department: Carbon County Sheriff's Department

Reports To: Sheriff, Under Sheriff, And Sergeantt

Revised New

Regular Temporary

Non-Union Union

Full-Time Part-Time

Hours per week: 40.00

Nonexempt Exempt

Reason for opening:

Prepared By: Sheriff

Date: 9/18/18

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 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
Provide instruction on firearm range and mobile video taping (In-car video camera)
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
Perform Deputy Coroner duties
Other duties as assigned by the Sheriff

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

Required:

Statutory requirements under 7-32-303(2)

- (a) is a graduate of an accredited high school or the equivalent;
- (b) is of good moral character;
- (c) has never been convicted of a felony;
- (d) has not within 5 years immediately preceding the date of employment been affiliated in any manner with a subversive organization; and
- (e) has been examined by a physician licensed to practice in the state of Montana within 30 days immediately preceding the date of employment and has been pronounced in good physical condition.

Has ability to receive and disseminate criminal justice information

Neat appearance

Montana driver's license or ability to obtain one

Physically fit to perform job duties

Preferred:

Thorough knowledge of Montana Codes Annotated

MLEA Basic certificate

Know how to operate Intoxilyzer

Knowledge of detention facility management or experience as a jailer

Certification as a radar gun operator

HGN certified for DUI testing

<p>Ability to work well with the public, good public relations skills</p> <p>Preferred:</p> <p>Able to communicate by telephone or radio with the dispatcher and the public</p> <p>Able to maintain confidentiality</p> <p>Thorough knowledge of weapons including firearms</p> <p>Training in advanced driving skills</p> <p>Thorough understanding of civil and criminal law</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 and play well with others</p> <p>Associates degree</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>The public and other agencies. 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>Work day, afternoon, nightshifts and weekends. 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 checked="" type="checkbox"/>	<input 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: