

# KENDALL COUNTY CLASS SPECIFICATION

## Deputy Sheriff

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### GENERAL SUMMARY

Under general supervision, the purpose of the position is to enforce laws and ordinances in order to maintain peace and public safety within Kendall County. Position is responsible for patrolling the county; resolving issues arising from conflict or concerns of the public; assisting in investigations; providing security for the courthouse and performing bailiff duties. Position is also responsible for public relations within the community.

### EXAMPLES OF ESSENTIAL FUNCTIONS

#### **Duties may include but are not limited to the following:**

Ensures laws and ordinances are enforced and public peace and safety are maintained by performing law enforcement duties involving alleged crimes against persons or property; assists with patrol functions.

Patrols the County to reduce the commission of crimes and maintain law enforcement; patrols streets and neighborhoods in a police vehicle; apprehends and/or arrests persons who violate federal, state and local laws.

Issues citations or warnings to violators during patrols; responds to service calls; investigates traffic accidents; follows up on investigations; interviews and interrogates witnesses, victims, and suspects; creates arrest and search warrants; serves warrants; processes crime scenes; testifies in court and presents cases to grand jury.

Monitors radio calls; communicates with dispatcher and responds to complaints, reports of criminal events, requests for law enforcement, and domestic or public disputes; inspects suspicious areas and buildings; responds to security alarms; performs surveillance for protection of schools.

Gathers, packages, documents, secures, and transports physical evidence to ensure legal chain of custody.

Assists EMS and Fire Department with emergency calls.

Completes and/or reviews paperwork such as logs and reports, documenting shift activities, offenses, and accidents; victim and suspect statements; and other related information; completes documents to accurately record criminal offenses.

Prepares affidavits and serves warrants.

Performs public relations duties including presentations to home owner associations, neighborhood watch programs and senior groups; coordinates crime stoppers; develops and implements the junior deputy program; attends community events to provide education to the public; conducts grant research for a variety of public relations programs.

Maintains safety and security of the courthouse; performs bailiff duties to include security screening and monitoring activities; operates metal detector walk-through and hand wand security screening at courthouse; provide juvenile and MHMR transports.

Conducts foot patrols of the county courthouse and Annex with emphasis on security and assisting occupants.

Responds to county building emergency alarms, calls and complaints.

Provides extra security or bailiff in the courts when needed.

Monitor the bailiff and prisoner movement, prisoner holdover intercoms and building surveillance cameras.

Maintain mandated checks on inmates located in the Courthouse Security holdovers.

Performs opening and closing procedures of the courthouse by physically walking all levels of the courthouse, conducting a visual inspection and reporting any issues discovered.

Provides security at Commissioner's Court.

Supervise county jail inmates on work projects such as lawn maintenance, trash cleanup and other public works projects as assigned by the Sheriff.

Generate reports, records and logs related to courthouse activity and security.

Process and serve civil processes; felony and misdemeanor warrants for the county and arrange for out of state extraditions as required.

Ensures equipment is maintained and operational.

Transport inmates as directed by the jail administrator.

## **EXPERIENCE AND TRAINING**

High school diploma or GED; supplemented by one to two years of previous experience or training that includes law enforcement; knowledge of criminal laws and codes.

## **LICENSES AND CERTIFICATIONS**

Must possess Peace Officer license for Texas; must possess valid driver's license.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Law enforcement laws and practices, criminal investigations, evidence collection, interrogation techniques, court proceedings, jail standards, and other legal processes.
- Safety and security techniques for transporting and supervising jail inmates.
- Modern office procedures and equipment.
- Computer and emergency equipment functions.
- Correct English usage and grammar.

### **Ability to:**

- Define problems, collect data, establish facts, and draw valid conclusions and interpret an extensive variety of technical instructions.
- Exercise judgment, decisiveness, and creativity required in uncertain, highly stressful situations.
- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with general public, attorneys, judges, and local, state, and federal law enforcement officials.
- Provide verbal direction in conformance of rules, regulations, and other directives.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders.
- Operate motor vehicles, sometimes at high rates of speed.

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- Use firearms, radios, radar gun, handcuffs, leg irons, stun cuff, Taser, and first aid equipment.
- Main physical ability in order to restrain offenders and perform self-defense tactics as needed.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.