



DEPUTY SHERIFF

Are you looking for a career in Criminal Justice?

The Pennington County Sheriff's Office is looking for individuals who want to serve the public as a law enforcement officer. Candidates must be self-motivated and must be able to work independently as well as in cooperation with coworkers and other agencies. Applicants must be Minnesota Post License eligible.

Pennington County offers an excellent benefit package including health and life insurance, and a retirement pension. Salary is in accordance with the union contract and features an hourly wage range of \$27.63 - \$33.66. Applications are available at the Pennington County Sheriff's Office, 102 W 1st Street, Thief River Falls, MN or online at <http://co.pennington.mn.us> - click on 'Employment'.

Application deadline is Tuesday, February 14, 2023, 4:00 p.m.

Pennington County is an Equal Opportunity Employer.

POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Deputy Sheriff	Department: Sheriff's Office
Immediate Supervisor's Position Title: Chief Deputy	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Chief Deputy, the Deputy Sheriff is responsible for enforcing all federal, state and local laws, statutes, and ordinances within the County to serve and protect citizens of the County and to promote public safety. Duties of the Deputy Sheriff include such major responsibilities as patrolling assigned portions of the County; enforcing laws and regulations and issuing traffic citations; serving civil process papers; responding to civil or criminal complaints, disturbances or emergency assistance; conducts investigations into child abuse & neglect; locating and executing arrest/search warrants; and providing assistance; assists in the transport of inmates to appointments or court and provides court security, as needed.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrols Pennington County to preserve law and order and to prevent and/or discover the commission of crime. Enforces all provisions of federal and state laws and local ordinances
- Responds to a wide variety of calls and complaints involving robberies and other felonies, domestic disturbances, automobile accidents, medical emergencies, drowning, animal control, area searches, and other incidents related to the performance of duty. Prepares incident reports involving complaints and law enforcement actions/activities.
- Serves civil and county related papers in a prompt and efficient manner. Complete required paperwork, i.e. affidavits of service, etc. Be aware of laws governing such service.
- Provides security checks to businesses and residences. Monitors, observes, investigates, and takes actions for suspicious persons, nuisances, obstructions, or conditions that may endanger the health and or safety of citizens.
- Transports inmates to and from court appearances, medical or dental appointments, or to other facilities/agencies.
- Provides courtroom security, as needed.
- Assists fire departments, medical personnel and other law enforcement agencies during emergencies or natural disasters.
- Assists in investigations and follow-up with complaints, as directed.
- Prepares, appears, and testifies in court.
- Performs other duties of a comparable level/type, as required.
 - Conducts forensic interviews and assistance to social services staff in child protection and vulnerable adult cases.
 - Investigates allegations of welfare fraud, serving search warrants and taking statements from individuals receiving assistance.
 - Performs various public relation activities and makes presentations at schools presenting D.A.R.E. program or general crime/community awareness activities.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		AA Degree	
High school diploma or GED.		Major field of study or degree emphasis:	
1 year college	x	2 years college	Corrections, law enforcement, criminal justice, criminology, behavior/social science, or related field.
3 years college		4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of local, state and federal laws, rules, statutes and regulations. • Knowledge of law enforcement practices, techniques, methods, and procedures. • Knowledge of civil process procedures. • Knowledge of investigative methods, techniques and practices including evidence collection, preservation, interviewing techniques, etc. • Knowledge of court system and procedures. • Operating procedures of local law enforcement departments and limitations upon departmental authority. • Care and use of firearms and self defense procedures. • Street and highway system, geography of the county, and the location of buildings and areas requiring special enforcement. 	
2nd year graduate level			
Required Work Experience in Addition to Formal Education/Training: No previous experience required.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Minnesota Peace Officer License; Valid Minnesota Driver's License; First Aid and CPR Certification; or other training and certifications required by Department.	

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	



INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Learning and applying police principles, practices, and procedures to the solution of law enforcement problems and situations. • Dealing tactfully but firmly with offenders, suspects, and witnesses. • Communication skills in dealing with the general public, community groups, business representatives, other county employees or representatives from other law enforcement agencies. • Judgment, discretion, and decision-making skills in appropriately handling law enforcement situations, emergencies, evidence and scenes. • Learning and applying investigative techniques used in data collection, analysis, and preservation. • Expressing self clearly and concisely, both orally and in writing. • Interpreting and applying laws, policies, and procedures appropriately • Following written and oral instruction and completing tasks in a timely manner. • Working independently in patrolling assigned areas of the County and enforcing laws. • Using firearms and defensive tactics and law enforcement techniques. • Operation of computers, printers, copiers, and fax machines. • Maintaining a safe working environment. • Preparing investigative and incident reports.
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Driving in extreme weather conditions, working under time pressure constraints, stress and risks associated with potential life-threatening situations. Work requires constant attention to safety procedures, proper law enforcement practices and techniques.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.</p>



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms				x
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds				x
up to 50 pounds		x		
up to 75 pounds		x		
up to 100 pounds	x			
more than 100 pounds	x			

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:
 Prepared 8/2011 by BCC.