

**SAN JUAN COUNTY  
CLASS SPECIFICATION**

**TITLE:** Deputy Sheriff **GRADE 11, STEP //A - S**  
**DIVISION:** Public Safety/Field **LOCATION:** Spanish Valley  
**DEPARTMENT:** Sheriff

**General Purpose**

Performs a wide range of professional law enforcement duties intended to secure a safe environment for county citizens and to protect rights as established by federal, state and local laws.

**Supervision Received**

Works under the general supervision of the Lieutenant and/or Sergeant of the Officer-in-Charge.

**Supervision Exercised**

May provide supervision to the general public and other officers.

**Example of Duties**

Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances, assists stranded motorists, checks for suspicious vehicles, determines violations and makes arrests.

Investigates auto, aircraft and industrial accidents, conducts searches for lost, missing or drowned persons, assists county coroner concerning death investigations and transportation of bodies, delivers death and other emergency messages, performs investigations of offenders and performs other routine detective duties in the course of eliminating criminal activities.

Reports to accident scenes to render first-aid to injured persons and control traffic in the area, investigates cause of accident and prepares reports on details after determining responsibility for accidents.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults and vandalism, prepares initial investigation reports on scene of crime, gathers evidence and interviews victims and witnesses.

Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge(s) against him/her).

Serves as an agent of the court in satisfying criminal warrants and writs of execution, restitution or attachment, locates persons named in criminal warrants and executes the warrants, provides courtroom testimony as required.

Transports prisoners and mental subjects/patients to and from courts, prison and mental hospitals.

May be required to work as a corrections officer. Performs related duties as required.

### **Minimum Qualifications**

#### **1. Education and Experience:**

A. Successful completion of (P.O.S.T.) Police Officers Standards and Training Academy

**AND**

B. One year probation

**AND**

C. An equivalent combination of education and experience.

#### **2. Required Knowledge, Skills and Abilities:**

Considerable knowledge of traffic code, juvenile code, civil procedures and criminal code, considerable knowledge of specialized law enforcement equipment such as radar, working knowledge of modern law enforcement principles, procedures, techniques and equipment, working knowledge of local, state, and federal laws, law enforcement, working knowledge of basic investigation techniques and methods, working knowledge of county geography, road systems and boundaries, knowledge of english grammar and technical writing skills.

Skilled in the use of firearms and the operation of police vehicles and equipment, skill in first-aid (EMT skills preferred).

Ability to react effectively in emergency and stress situations, ability to exhibit imagination, initiative and problem solving capability in coping with a variety of law enforcement situations, ability to enforce laws and ordinances and procedures common to law enforcement work, ability to perform work requiring writing, ability to establish and maintain effective working relationships with fellow employees, other agencies, supervisors and the public.

3. **Special Qualifications:**

Must be P.O.S.T. certified

Must possess a valid Utah State Drivers License

Must work rotating shift schedules

Must complete 40-hours of training per year to maintain certification.