

CHEROKEE COUNTY JOB DESCRIPTION

TITLE:	DEPUTY SHERIFF (CERTIFIED – LATERAL ENTRY)	
DEPARTMENT:	SHERIFF’S OFFICE	FLSA:NON-EXEMPT
DIVISION:	VARIES	
GRADE: IN ACCORDANCE WITH APPROVED COUNTY PAY PLAN		
PREPARED BY:	SHERIFF’S OFFICE OF ACCREDITATION	UPDATE: JAN. 2026

POSITION SUMMARY

This is general law enforcement work responsible for protecting life and property within Cherokee County; enforcing traffic regulation, state laws and County ordinances; responding to emergency situations, citizen requests for assistance, and alarms; and conducting investigations in response to reported or discovered criminal activity. A superior officer reviews work assignments and gives specific instructions and assistance when guidance or back-up is needed. Work requires independent judgment discretion in difficult or unusual situations. Work involves personal danger.

Following the successful completion of all entry level training, Deputy Sheriff’s will be assigned to the Uniform Patrol Division for additional required training. Upon the successful completion of all required training, Deputy Sheriff’s will be eligible for continued assignment with the Uniform Patrol Division, or reassignment to Headquarters Operations, Jail Operations, Intelligence Unit, Special Operations Division, or the Criminal Investigations Division.

MAJOR DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Patrols the County to provide a visible deterrent in uniform and in marked cars and to enforce laws and ordinances and protect life and property; monitors commercial and residential areas for signs of criminal activity; patrols for suspicious persons and vehicles.

Responds to calls for assistance, disturbance calls, and complaints of crimes; enforces federal, state, and local laws by performing warrant, felony or misdemeanor arrests; protects the civil rights of persons in custody; uses non-deadly and deadly force to protect oneself, other officers, and citizens.

Secures and protects crime scenes by establishing boundaries, detaining victims, suspects, and witnesses, locating and identifying evidence, and briefing supervisors and investigators on their arrival.

Conducts investigations and interview to establish probable cause and reasonable suspicion; collects information and determines follow-up actions; presents evidence and testimony in courts of law; assists in prosecuting felony and misdemeanor cases.

Serves as first-responder to provide aid and assistance to victims of traffic and other accidents; assists fire and emergency medical services in treating and transporting victims.

Conducts searches and seizures in a wide variety of contexts, including frisks, incident to an arrest, pursuant to warrant, plain view seizures emergency conditions and inventories.

Persons business and residential security checks; checks and ensures building/home is secured and reports unsecured buildings.

Enforces traffic and parking laws through the issuance of citations and warnings; routinely inspects roadways, bridges, and traffic signals and signs to find and report any hazardous conditions.

Assists stranded motorists, crowd control, traffic direction hazardous material emergency assistance; escorts special processions; responds to natural or manmade disasters; and transports prisoners to jail facility.

Prepares and maintains a wide variety of departmental records and reports in compliance with departmental and legal policies and procedures; prepares and files thorough written incident reports.

Operates and maintains any assigned uniform, vehicle, and equipment in accordance with departmental policies and procedures.

Gives advice and general information to the public; renders advice on domestic disturbances; assists citizens in need.

DESIRABLE QUALIFICATIONS

Education and Experience

High school education or equivalent.

Basic certification as a Georgia Peace Officer.

Any combination of education, training, and experience that provides the required knowledge and skills is acceptable.

Certificates, Licenses and Registrations

Valid Georgia drivers license and satisfactory Motor Vehicle Record.

Completion of yearly forty (40) hours of POST approved training.

Knowledge, Skills and Abilities

Knowledge of general law enforcement practices; federal, state, and local criminal, traffic, and juvenile laws and legal procedures; and the rules, regulations, policies, and procedures of the Sheriff's Office.

Knowledge of or the ability to learn the geography of the County and the location of important buildings and areas.

Skill in the operation and maintenance of assigned patrol vehicle and equipment.

Skill in the use of firearms, restraining devices, baton, intoximeter and other agency issued equipment.

Ability to learn law enforcement methods, procedures and techniques and to apply such knowledge to specific situations.

Ability to qualify semi-annually with firearms.

Ability to work routinely under highly stressful conditions including life threatening situations.

Ability to communicate effectively in the English language, both orally and in writing. These abilities are frequently required to develop clear and comprehensive reports and to obtain information through oral interviews and interrogations. This includes the ability to read and comprehend instructions, agency correspondence, policies and procedures, and evidentiary documents; to apply commonsense understanding to carry out instructions.

Ability to appropriately respond to a variety of complex interpersonal matters, and to take appropriate action based on facts and circumstances of the situation. In addition, the incumbent must be able to react quickly and calmly under emergency conditions; exercise independent judgment; mentally recall conversations, observations, and impressions; and to make accurate descriptive observations of objects, events, and human behaviors in terms of physical characteristics.

Ability to deal professionally and fairly in interactions with the general public; to effectively communicate with the public; and to establish and maintain effective working relationships with coworkers, other County Departments and employees as well as with County officials.

OTHER REQUIREMENTS

Twenty-one years of age.

Citizen of the United States, or qualified to work in the United States.

No felony convictions.

While performing the duties of this job, the employee frequently works in outside weather conditions and with ammunition. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to drive at speeds in excess of posted limits through areas of varying population densities and traffic congestion and in inclement weather.

Work involves an exposure to personal danger and psychological stress.

PHYSICAL DEMANDS

Physical: Continuous transporting up to 30 lbs.; working outdoors. Frequent reaching at shoulder height; upward and downward flexion of neck; side-to-side turning of neck; lifting up to 10 lbs. below and at waist level; strong or power grasp of evidence, property, suspects; tight grasp, wrist and arm movement to manipulate baton; fine manipulation of paperwork; operate office equipment including use of computer keyboard; light grasp and finger control of radio and telephone; moderate grasp, reach and manipulation of steering wheel. Occasional walking, standing, sitting, bending and stooping, squatting, crawling, climbing, reaching above shoulder height, kneeling, pushing/pulling, twisting at waist; lifting of items weighing from 11 to over 100 lbs. below and at waist level, either with or without assistance; transporting items weighing 26-50 lbs. for distances up to 50 yards without assistance; transporting items weighing from 51 to over 100 lbs. for 30-50 yards with or without assistance; reach, grasp, finger strength and manipulation to operate and use specialized law enforcement tools and equipment including firearms and handcuffs; and to verbally communicate to exchange information. Infrequent balancing above ground; lifting of items weighing from 11 to over 100 lbs. from chest to above shoulder level, either with or without assistance.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.

REQUIREMENTS INCLUDED IN THIS CLASS SPECIFICATION MAY BE SUBJECT TO MODIFICATION IN ORDER TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB.

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Approval:



11/30/2021

Sheriff

Date

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I acknowledge receipt of this job description.

Employee Signature

Date