

**CHEROKEE COUNTY  
JOB DESCRIPTION**

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**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:** AUGUST 2018

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**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.

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:



08/28/18

Sheriff

Date

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I acknowledge receipt of this job description.

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Employee Signature

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Date