

## **Champaign County Job Description**

**Job Title:** Deputy Sheriff - Patrol

**Department:** Sheriff

**Reports To:** Shift Commander

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - FOP Law Enforcement

**Prepared Date:** May, 2017

**SUMMARY** Answers calls for assistance from the public, reports on crimes committed, patrols an assigned area and apprehends criminals in Champaign County.

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

Patrols assigned area.

Provides traffic control; investigates traffic accidents.

Transports mental patients and prisoners from facility to court.

May serve warrants.

Makes arrests; investigates complaints.

Secures building entrances and doors.

Answers calls for assistance from public.

Maintains contact with a variety of governmental agencies and personnel.

Treats injured persons.

Checks abandoned vehicles.

Photographs crime scenes.

Write reports.

Trains new employees.

Provides routine vehicle maintenance and minor repairs.

Provides additional court security.

Answers telephones.

Aids prosecutors in case preparation.

Works periodic election details.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED); or equivalent combination of education and experience. Must meet minimum standards as prescribed by the Merit Commission and be acceptable to the Commission on oral interview. Police Training Institute course work is desirable. Requires working knowledge of State Statutes regarding civil and criminal area. Requires skill in then operation of vehicles and photographic equipment. Requires skill in the use of firearms.

**LANGUAGE SKILLS** Ability to read and interpret documents such as police regulations, operating instructions, legal documents and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before the public or employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in unusual situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Driver's License required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasionally at crime site or nearby. While performing the duties of this job, the employee

is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within the job class. "Essential functions" are to be determined at the position or job level within each department.**