



## RABUN COUNTY

Deputy Sheriff  
Sheriff's Department

SD/16

### JOB SUMMARY

This position is responsible for patrolling the County to detect and deter crime.

### MAJOR DUTIES

- Patrols the County to detect and deter crime and enforce laws.
- Responds to calls for service including robberies, domestic disputes, crimes, and disturbances.
- Issues citations for violations of law.
- Responds to traffic accidents; prepares accident reports.
- Preserves evidence at crime scenes and accidents.
- Serves civil papers including warrants and subpoenas.
- Provides funeral escorts.
- Assists in transporting inmates.
- Assists in providing courtroom security.
- Testifies in court as requested.
- Maintains issued vehicle and equipment.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal, state, and local laws.
- Knowledge of law enforcement code of ethics and standards.
- Knowledge of the criminal justice system and court procedures.
- Knowledge of computers and job related software programs.
- Knowledge of self defense mechanisms and general safety techniques.
- Skill in operating job related equipment such as firearms and restraint equipment.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Skill in interpersonal relations.

### SUPERVISORY CONTROLS

The Captain - Patrol assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include County policies and procedures, Department standard operating procedures, and related federal, state, and local laws. These guidelines are generally clear and specific but may require some interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related law enforcement duties. The necessity of responding to potentially dangerous situations contributes to the complexity of the position.
- The purpose of this position is to patrol the County to detect and deter crime. Successful performance helps ensure the enforcement of federal, state, and local laws.

### **CONTACTS**

- Contacts are typically with co-workers, other County employees and agencies, other law enforcement personnel, attorneys, business owners, and members of the general public.
- Contacts are typically to provide services or to give or exchange information.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects and occasionally lifts heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes sense of smell.
- The work is typically performed in an office and exposes the employee to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease, or irritating chemicals. The work is occasionally performed outdoors and in cold or inclement weather and requires the use of protective devices such as masks, goggles, gloves, etc.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.