



JOB DESCRIPTION

Deputy Sheriff

Screen

Job Title: Deputy Sheriff
Department: Sheriff
Classification: Grade 15
Unit: LELS Local No. 400 (Licensed)
FLSA Status: Non-Exempt
Reports to: Sergeant
Chief Deputy Sheriff
County Sheriff

Position Description: Secure the peace, uphold the law and protect the health and welfare of the citizens of Hubbard County.

QUALIFICATIONS:

Qualifications:

- Associate Degree or higher in Criminal Justice at time of hire
- Eligible for MN P.O.S.T Board certification and licensure at time of hire
- Valid driver's license
- Successfully pass a comprehensive pre-employment background check, psychological evaluation and physical, contingent upon a job offer

Knowledge, Skills & Abilities:

Knowledge:

- Geography of Hubbard County, as well as the road and street system
- MN criminal code and MN motor vehicle and traffic laws
- Law enforcement terminology and procedures
- County and departmental policies, procedures and practices
- Federal, state and local laws, rules and regulations relevant to the work performed
- Basic life saving techniques

Skills:

- Time management, computer and law enforcement equipment skills
- Report writing, interview and interrogation techniques



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- English grammar, punctuation and vocabulary
- Report writing
- Effective communication, both orally and written
- Learn and apply self-defense techniques
- Judgment and discretion in dealing with citizens
- Computer operation in a Microsoft environment
- Safe and effective emergency vehicle operation
- Conduct criminal and traffic investigations
- Effective courtroom testimony skills

Abilities:

- Work independently in wide variety of settings
- Cope with a variety of stressful situations firmly, courteously, tactfully, and with respect for the rights of others
- Think clearly and act quickly in emergency situations
- Follow established procedures and directives from supervisors
- Prioritize and multi-task to meet deadlines and maintain workflow
- Maintain confidentiality and data privacy; safe working environment
- Establish and maintain effective working relationships
- Make decisions in response to emergency situations
- Perform tasks simultaneously; function under stressful situations; deal with hostile or difficult prisoners
- Utilize de-escalation techniques

Preferred Qualifications:

- Bachelor Degree in Criminal Justice
- Work experience in the field
- Specialized training (i.e. Datamaster DMT certification, Pursuit Intervention Tactics)

<u>ESSENTIAL DUTIES OF THE POSITION:</u> (These duties are a representative sample; position assignments may vary.)	<u>FREQUENCY:</u> 100%
<ul style="list-style-type: none"> • Conduct general patrol and traffic enforcement. • Respond to emergency and non-emergency calls for service. • Enforce federal, state and local laws. • Conduct investigations and follow up to prior incidents. • Conduct warrant services; prisoner transport; search and rescue; civil process service; enforce orders for protection and harassment orders; prepare, submit and execute search warrants; serve and execute orders from the court; testify in court; conduct Sheriff's sales. • Engage in community relations and policing. 	



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<ul style="list-style-type: none"> • Prepare reports and required documentation. • Assist other law enforcement agencies, state agencies and fire departments. • Assist probation officers with enforcement of court orders pertaining to adults and juveniles under court imposed probation. • Attend required trainings. • Serve as field training officer, when assigned. 	
Regular attendance on the job.	
Perform other duties as assigned.	

PHYSICAL REQUIREMENTS:

Medium Work: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

CLASSIFICATION HISTORY:

Position prepared by Hubbard County
Date last Reviewed: (01/2023)