

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

**DRAFT**  **FINAL**

<b>Position Title:</b> DEPUTY SHERIFF	<b>Department:</b> Sheriff
<b>Immediate Supervisor's Position Title:</b> Operations Captain/Shift Lieutenant	<b>FLSA Status/Pay Classification Code:</b> Non-Exempt
<b>Original Description Date:</b> September 2010	<b>Revised Date:</b> March 2015
<b>Oversight Committee:</b> Law Enforcement Committee	<b>Approved Date:</b> March 2015
<b>Approved by:</b> Human Resources	<b>Approved Date:</b> March 2015

**Job Summary:**

The Deputy Sheriff is a sworn position responsible for maintaining law and order and investigating crimes in Vilas County, serving on the court and securing inmates of the county jail. All duties and responsibilities are performed under and subject to the review and guidance of the Sheriff, his/her Administration, Law Enforcement Committee and the Civil Service Commission.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Ensures assigned patrol areas are safe by enforcing the traffic laws through regular and focused patrol, discover and investigate crimes and maintain order. Officers will be expected to document all violations pursuant to state and federal laws and department policy.
2. Maintains continuity between shifts by documenting action taken during shift; noting areas requiring additional attention or monitoring; communicating actions, irregularities, and continuing needs to supervisors; and handling complaints from the public and routing information to appropriate personnel.
3. Maintains order and responds to calls for service by answering radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations and peace disturbances.
4. Maintains records, conducts interviews, gathers and preserves evidence and property pursuant to applicable stated and federal law and department policies, and entering accurate information into the department record system.
5. Verifies department information by reviewing and analyzing information regarding inmates accepted into and/or released from the jail, and by updating court-related documentation regarding inmate court appearances and case dispositions.
6. Under the direction of the court, serves subpoenas and summons routine medical care, and keeps accurate and timely records of dispositions.
7. Testifies and presents reports, documents, and other evidence at legal proceedings. Works in a cooperative effort with the prosecutors to gain convictions of criminal offenders. Writes detailed reports of activities.
8. Maintains absolute confidentiality regarding investigations, co-workers, inmates and department operations.
9. Prepares work to be accomplished by gathering and sorting department documents and information.
10. Maintains professional and technical knowledge relative to job responsibilities by attending educational seminars and workshop; reviewing professional publications; establishing personal networks; and participating in professional societies.
11. All other duties as assigned.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major Field of study or emphasis: 60 college credits in Criminal Justice or related field.
<input checked="" type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

Other: \_\_\_\_\_  Required  Preferred  N/A

**B. Licensure/Certification:**

**Required**  Preferred  N/A

- Valid Wisconsin Drivers License and adequate auto insurance, US Citizenship.
- Must possess (or obtain within mandatory time limits) and maintain valid Wisconsin Law Enforcement Certification.
- Additional certificates, licenses or registrations may receive additional consideration upon initial application.
- Ability to administer First-Aid & C.P.R., maintaining certification in both.

**C. Required Work Experience:**

**In addition to Education/Licensure**  **Instead of Education/Licensure**

Prefer experience in a law enforcement field or graduation from a technical college or accredited school with a degree in public safety or related field. Must be able to pass an extensive pre-appointment background investigation.

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Ability to read, interpret and communicate documents, instructions, maps and laws in the English language.
- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.
- Flexibility to work non-traditional hours.
- Ability to organize and schedule time, and work effectively with co-workers to complete assigned tasks.
- 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.
- Ability to understand and operate the computers and software packages used by the department.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
- Ability to work independently (without constant supervision and specific assignment) and cooperatively with others, and to work in a stressful and adversarial environment.
- Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense.
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- The employee is regularly required to stand, run, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee frequently is required to sit or walk for extended periods of time; stoop, kneel, crouch or crawl, climb, balance and smell. The employee must operate an emergency vehicle in all weather conditions in a safe manner. May be required to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to operate the following equipment: Telephone, Squad Car, Radio, Firearms (handgun and long gun), Handcuffs, R.A.C.C. Belt, Defensive Weapons, Flashlight, Intoximeter, Electronic Control Device (Taser), Safety Equipment, Computers, Chemical Agents, Defibrillators, Mobile Communications Devices.
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**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
N/A	

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.