

**LYON COUNTY, MINNESOTA
POSITION DESCRIPTION**

Position Title: Deputy

Department: Sheriff

FLSA: Non-exempt

Reports To: Sergeant

PURPOSE OF POSITION:

The purpose of this position is to protect life and property in Lyon County and to enforce County, State, and Federal laws. Duties include, but are not limited to: investigating criminal activity; interviewing victims; interrogating suspects; writing reports; responding to accidents; and performing additional tasks as assigned by the Sheriff or a sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Interviews victims and suspects; investigates criminal activities such as burglaries, child abuse and neglect, vehicular homicide, felony stops, search warrants, homicides, gambling, thefts, forgeries, domestic violence, drug investigations, assaults, jail security, arson, animal welfare, suicides, game violations, and pollution violations.

Investigates non-criminal activities such as boat and water safety, building security, town security, residence security, civil process, courtroom testimonies, complaint signing, vehicle maintenance, County Park security, wildlife control, and coroner assistance.

Deals with traffic situations such as accidents, property damage, personal injury, DUI arrests, petty misdemeanors, and directing traffic.

Prepares and processes various documentation in regard to services delivered; delivers community relations services including facilitating talks on drugs, abductions, and/or gangs.

Performs special assignments including entry team, detoxification, mental illness transfers, prisoner transfers, transient transfers, and emergency transfers.

Reviews, receives, and prepares various reports, documents, and forms, including daily activity reports, child abuse/neglect reports, administrative forfeiture reports, accident reports, intoxilyzer records, domestic abuse reports, use of force reports, hold reports, photo log, snowmobile accident report, search warrants, child in need of protection reports, check forgery reports, investigation reports, death scene investigation reports, judicial review reports, bias crime reports, firearms injury reports, and water craft accident reports.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Answers telephones; takes and relays messages; returns phone calls; picks up and distributes mail.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Associates degree in Law Enforcement, or related field, required, completion of an accredited police academy; with preferred one-year experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess Police Officer Standards certification. Must possess radar operation certification and a valid Minnesota motor vehicle operator's license.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Physical Requirements:

Must be physically able to operate a variety of machines and equipment, including, but not limited to: squad car, computer, uniform, radar, pistol, handcuffs, shotgun, bullet proof vest, cameras, cellular phone, siren, first-aid kit, surveillance equipment, gas mask, blood and urine kits, sexual assault kits, portable radio, facsimile machine, typewriter, copier, calculator, flashlight, and hazardous containment suit.

Must be able to move or carry job related objects or materials. Must be physically capable of pushing, pulling, and lifting relatively heavy objects.

Must be capable of exercising self control and physical effort when confronted with emergencies and potentially dangerous situations involving the use of firearms and physical force. Requires demonstrated skill and proficiency in the operation and use of an automobile, firearms, restraints, and use of such equipment.

Physical demand requirements are at levels of those for heavy physical work.

Environmental Adaptability:

Requires the ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions.

Work is performed in an office environment and outside. Work is performed in an environment with numerous undesirable conditions including noise, dust, heat, and cold.

Occasional hazards are those associated with the law enforcement profession such as potential injury or death, dealing with sensitive or explosive situations involving physical and/or mental abuse and stress.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures.

Requires the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

Accountabilities Shared By All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

Signature

Supervisor's Signature

Date

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.