

Deputy Sheriff

Date Posted:	January 4, 2018
Department:	Sheriff
Compensation:	\$24.92 per hour
Deadline:	Friday, January 19, 2018 at 4:30pm

A thorough background check will be done on all finalists who apply for this position.

Job Summary:

The Deputy is responsible for preserving law and order, enforcing state laws and protecting the constitutional rights of all persons.

Essential Functions:

50% of job duties

1. Patrols roadways, lakes, and trails on private and public property by vehicle, foot, snowmobile, boat, and aircraft. Observes for any traffic offenses, crimes against persons or property, unsafe behavior, suspicious or unusual activity, and safety concerns.
2. Investigates all calls for service and observed incidents. Interviews witnesses, suspects, and victims. Takes photos, impressions of tracks and/or marks, dusts for fingerprints, collects physical evidence, sketches crime scenes, documents fleeting evidence, and conducts surveillance. Coordinates the intervention and involvement of other agencies as needed.

7% of job duties

3. Responds to calls for service such as: death, medical emergencies, crimes against people and property, safety concerns, and public nuisances.

10% of job duties

4. Takes action appropriate to the situation, such as: apprehending and arresting suspects, correcting or controlling hazardous situations, protecting victims, providing first aid, assisting emergency response personnel, conducting search/rescue operations, preventing self-damage or suicide, halting unwanted behavior, controlling a crime scene, and choosing appropriate actions including the use of force.

20% of job duties

5. Documents all calls for service and observed incidents through written reports that include actions taken, procedures followed, facts collected, force used, and evidence collected. Completes appropriate federal, state, county, and local forms.

6% of job duties

6. Serves as an arm of the court. Serves or executes all criminal and civil writs, arrest warrants, search warrants, summons, and other processes, and certifies same to court.
7. Processes inmates into county jail. Complete pre-booking paperwork, searches prisoners, evaluates medical needs, inventories and protects personal belongings, and checks criminal histories. Physically and verbally controls inmates.
8. Prepares for shift by reviewing reported calls for service, dispatcher's log, teletypes, and faxes. Reviews and responds to supervisor's memos, attorney's memos, and messages.

4% of job duties

9. Operates and maintains vehicles, computers, radar, PBT, intoxilyzer, camera, firearms, radios, sirens, and emergency lighting. Documents all calibrations and maintains qualifications for use of equipment.
10. Speaks to student groups, and the general public on various law enforcement and safety issues. Coordinates and/or assists with community education events.
11. Testifies in civil and criminal court cases.
12. Transports adult and juvenile prisoners from arrest location to/from jail, court, detention facilities, and medical facilities. Transports mentally ill, disabled, or inebriated individuals to appropriate treatment facilities.

3% of job duties

13. Attends training sessions as required. Maintains and demonstrates proficiency with required skills such as firearm use, pursuit driving, defensive tactics, and use of force. Attends classes regarding new and revised laws, and policies and procedures.

Minimum Qualifications:

- High School graduate or equivalent
- 2 or more years education in Law Enforcement
- 0-2 years experience
- POST licensed or eligible to be licensed
- Valid driver's license

Benefits:

This position will receive the following benefits:

- Insurance: Health, Dental, Life (full time employees only)
- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

Salary

\$24.92 per hour. (Range 13, union position, Local 106)

Hours of Work

The Sheriff's Office and Jail are a 24/7 operation. You will be required to work rotating shifts, weekends, and holidays, etc.

Pension

Minnesota Public Employee Retirement Association. Contribution rates are 10.8% by employee, 16.2% by employer.

Insurance (full time employees)

All insurance plans are through Blue Cross Blue Shield of Minnesota. Coverage becomes effective the first of month following 45 days from hire date. Employees are required to carry at least single coverage health insurance. We currently offer 3 health plans. Cost is per month:

	Single Coverage	Family Coverage
\$250 Deductible	\$31.48	\$862.34
\$750 Deductible	\$0	\$658.24
\$2000 Deductible	\$0	\$228.44

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$37.06

Single plus one: \$66.64

Family: \$109.30

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.