

## **PT Deputy Sheriff Position**

Yellow Medicine County is hiring a part-time, non-scheduled Deputy Sheriff to perform protective service work in the Sheriff's Office. Minimum requirements: Associates/Technical degree with coursework in law enforcement or equivalent combination of education/experience, possession of MN driver's license and possession of Minnesota POST license. Starting pay is \$28.04/hr. plus \$1.40/hr. for all night and weekend hours. Position open until filled. Send application to Human Resources Manager, 180 8<sup>th</sup> Ave., Granite Falls, MN 56241. Application and job description available at [www.co.ym.mn.gov](http://www.co.ym.mn.gov) or by calling (320) 564-5841. EOE.

# Deputy Sheriff



Department/ Division:	Sheriff's Office
Supervisor:	Chief Deputy Sheriff
Supervision:	Non-Supervisory
Union Status:	Union: LELS
FLSA Status:	Non-Exempt
Revision Date:	May 2023
Prepared by	DDA Human Resources, Inc.

## **General Definition of Work**

Responsible for general duty law enforcement work to protect life and property and enforce state and local laws and ordinances to protect and serve the citizens of Yellow Medicine County.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Duties and Responsibilities**

### **Essential Functions**

- A. Patrols within Yellow Medicine County for the prevention of crime and enforcement of laws, ordinances and regulations.
- B. Responds to calls for assistance by citizens in distress or other public safety agencies.
- C. Conducts preliminary investigations of crimes and accidents and provides follow-up investigative work as needed.
- D. Performs various administrative and specialty assignments such as: community-oriented policing initiatives, drone pilot, public assistance fraud prevention investigation, court security, training of others, etc.
- E. Serves arrest warrants, subpoenas, civil papers and other documents.
- F. Enforces DNR, off-road vehicle, boat and water and snowmobile laws and regulations.
- G. Investigates crime and accident scenes; gathers evidence; takes suspect, victim and witness statements; obtains fingerprints and DNA samples; tracks the location of suspects; gathers information; photographs crime scenes, and other related activities.
- H. Responds to mental health and crisis calls, makes assessments of risks, and facilitates evaluation and observation at a mental health facility.
- I. Responds to emergencies including motor vehicle, home, firearms and recreation accidents, fires, medical emergencies, accidental deaths, etc.
- J. Prepares and maintains reports, testifies in court.
- K. Enforces traffic laws; issues citations for traffic violations; performs radar enforcement, DWI checks, traffic control, motorist assists, etc.
- L. Makes arrests, forcibly if necessary; transports suspects to the jail.
- M. Operates computer to run checks, criminal histories, missing persons checks, etc.
- N. Ensures vehicles and equipment are in proper working order

### **Additional Functions**

# Deputy Sheriff

- A. Attends training, conferences, and seminars.
- B. Performs other duties as assigned or apparent.

## **Qualifications**

### **Minimum Qualifications**

- A. Associate's Degree in criminal justice or related area.
- B. Minnesota Peace Office License (POST License).
- C. Valid MN Driver's License.

### **Knowledge, Skills and Abilities**

- A. Knowledge of principles, practices, trends and procedures of law enforcement.
- B. Working knowledge of local, state and federal statutes, laws and ordinances relevant to department operations.
- C. Knowledge of modern law enforcement methods and procedures including rules of evidence, forensic interviewing, investigative techniques, report writing and documentation.
- D. Knowledge of civil and criminal court proceedings.
- E. Knowledge of the geography of Yellow Medicine County, as well as the road and street system and important buildings.
- F. Skilled in the care and use of firearms, chemical agents, defense weapons and the operation of motor vehicles.
- G. Ability to solve problems, exercise good judgment in evaluating situations and determining appropriate course of action.
- H. Ability to interpret a variety of instructions furnished in written, oral, diagrams or schedule forms.
- I. Ability to use independent judgment and react quickly in emergency situations.
- J. Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- K. Ability to establish and maintain effective working relationships with others.
- L. Ability to perform work subject to general policy direction, practices and procedures subject to general supervisory review.

## **Physical Demands & Working Conditions**

- A. Work is performed in office and building environments as well as in vehicles and outdoors, sometimes in adverse weather conditions. This position may encounter unexpected and prolonged workdays and stress and pressure from dealing with conflicts and physical altercations. This position may be exposed to bloodborne pathogens and illegal/dangerous chemicals and substances.
- B. Will have exposure to health hazards, accidents, and angry, combative or emotional persons.
- C. Likelihood of verbal abuse and violence exposure in the line of duty.
- D. This position is exposed to mental effort and stress. This position frequently performs work under moderate attention to detail and deadlines.
- E. This position is exposed to critical incidents/ deadly force encounters which may involve the death/ serious injury of suspects at the hands of a deputy.
- F. This position is exposed to critical incidents which may involve the death/ serious injury of deputy.
- G. Ability to move up to 60 pounds, as needed.

## **Equipment Utilized**

- A. Office equipment, computers, patrol vehicles including squad car, ATV, and boats; law enforcement equipment and tools.

This document does not create an employment contract, implied or otherwise. The County Board, County Administrator or appropriate Elected Official retains the discretion to add duties or change the duties of this position at any time.

Yellow Medicine County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

# Deputy Sheriff

## Addendum

### Emergency Manager/ Investigator

Responsible to coordinate the county's Emergency Manager programs and services and performs law enforcement/investigative work to protect life and property and enforce state and local laws and ordinances to protect and serve the citizens of Yellow Medicine County.

### Emergency Manager Minimum Qualifications

- A. HSEM Certification within two years of hire

### Responsibilities

- A. Organizes and operates planned and unplanned disasters, emergencies and pandemics occurring in the county.
  - A.1. Coordinates disaster preparedness work with county departments and other agencies.
  - A.2. Prepares and maintains emergency management records, reports and files.
  - A.3. Develops, maintains and updates the Emergency Operations Plan, policies and procedures.
  - A.4. Oversees the operations of the county's Emergency Operations Center.
  - A.5. Oversees and conducts readiness assessments.
  - A.6. Responds to emergency scenes and assists the Incident Commander.
  - A.7. Coordinates emergency communications equipment.
  - A.8. Coordinates public awareness programs, including disaster drills.
- B. Assists in managing grant programs.
- C. Coordinates information platforms for county citizens including Facebook, Code Red, IPAWS, message trailer, media releases, etc.

### Investigator

### Investigator Minimum Qualifications

- A. Some years of experience

### Responsibilities

- A. Performs larger scale criminal and civil investigations.
- B. Represents the Sheriff's Office on investigations that span outside of Yellow Medicine County.
- C. Prepares and maintains reports, testifies in court.
- D. On-Call to respond to questions from officers dealing with complex investigations.