

HAYS COUNTY JOB DESCRIPTION

Job Code: 0550
Grade: 200
FLSA: Nonexempt
Safety Sensitive

Prepared by: Sherrif's Dept & Personnel
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Deputy

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under close supervision, the Deputy enforces all civil and criminal laws of the State of Texas and Hays County. The Deputy protects the citizens of Hays County and anyone traveling through Hays County. This position protects the life and property of the citizens and helps keep Hays County free from crime. The work involves isolating and defining unknown conditions, resolving critical problems and possibly making life or death decisions.

Responsibilities

- Assures the services delivered by the Sheriff's department meet quality and timeliness standards.
- Enforces the civil and criminal laws of Texas.
- Patrols subdivisions and watches for suspicious activity
- Takes citizen complaints such as suspicious vehicles and persons, assaults, thefts, criminal mischief, burglaries, 911 hang-ups, runaways, etc.
- Enforces traffic laws including school zones, construction zones, subdivisions and County roads.
- Follows up on cases being investigated and assists other agencies (e.g. fire, EMS, Department of Public Safety, traffic control, etc.).
- Testifies in courts as needed.
- Maintains patrol vehicle and equipment issued.
- Maintains a high profile in the community.
- Observes activities while on patrol.
- Performs public relations activities as requested.
- Protects victims of crimes from further violence.
- Assists detectives and supervisors as needed.
- Issues citations for speeding, reckless driving, failure to yield, failure to stop at a red light, running a red light, etc.
- Takes reports from victims or witnesses.
- Types reports.
- Returns phone calls, and provides traffic control in high traffic areas and school zones.
- Responds to major traffic accidents and assists medical personnel with the injured.
- Performs civil standby to ensure no violence occurs between members of the public.
- Checks businesses during closed hours.
- Communicates with the public.
- Takes reports on property damage.
- Answers civil questions and assists public with non-law enforcement related problems (e.g. changing tires, giving rides to abandoned people, being a family counselor, marriage counselor and disciplinarians for parents with unruly children).
- Attends public meetings to assist the public in identifying problem areas and deciding the most appropriate remedy.
- Prevents crime in the community through public education and resource information.

Knowledge Required

- Professional knowledge of law enforcement practices.
- Professional knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies and procedures.
- Exceptional knowledge of radio procedure.
- Exceptional knowledge of Hays County Sheriff's Office department regulations, policies and procedures.
- Proficient knowledge of methods and techniques to use to dispel a situation.
- Proficient knowledge of the functions of a deputy in the Hays County Sheriff's Office.
- Proficient knowledge of legally acceptable restraint methods.
- General knowledge of the various assignments within the different divisions of the Sheriff's Office.
- General knowledge of Sheriff's Department missions, goals and objectives.
- General knowledge of customer service.
- General knowledge of document preparation and legal law enforcement technology and terminology.
- General knowledge of the principles and practices of supervision.

Required Skill

- Exceptional skill in following oral and written instructions.
- Exceptional skill in negotiating and persuading individuals.
- Exceptional skill in interacting with people at all socio-economic levels.
- Exceptional skill in oral communications in one-on-one and group situations.
- Exceptional skill in remaining calm under stressful situations.
- Proficient skill in listening.
- Proficient skill in written communications for administrative and technical purposes.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

An equivalent combination of education and experience may be substituted on a year for year basis.

- Prior Peace Officer experience preferred.
- High School Diploma or GED.

Other Qualifications, Certificates, Licenses, Registrations

- Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education.
- Class C Driver's License.

Supervision

- The deputy is required to satisfactorily perform the above duties as will be evaluated for soundness, appropriateness and conformity to policy and procedure.
- The deputy is responsible for carrying out assignments, operations and procedures, and must solve a wide range of problems, based on accepted practices in the law enforcement field.
- A supervisor provided deadlines, limitations and priority of assignments. The supervisor is also consulted for deviations to general instructions, problems and unfamiliar situations.

Guidelines

The Deputy uses judgment in selecting the most appropriate guidelines, references and procedures for application in making deviations to adapt the guidelines to specific cases and may also determine which of several established alternatives to use. This position must have a strong work ethic. The Deputy must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts both in groups and individuals. These contacts are generally cooperative however, this position may have to influence, motivate, interrogate, or control situations where individuals may be fearful, skeptical, uncooperative or dangerous. The employee may need to negotiate and persuade to receive information.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Stand, sit and/or walk for medium distances.
- Crouching, crawling, kneel or stoop.
- Occasionally lift and/or move up to 50 pounds.
- Ability to defend oneself or others against physical attack.
- Above average dexterity and agility.
- Extreme physical exertion for short to long periods of time.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Must be prepared at all times to perform high-risk activities in the protection and service of the public.

Work Environment

While performing the duties of this job, the employee spends most of the time sitting in a patrol vehicle and routinely will be required to leave the vehicle to address concerns of the public and must always be prepared for the potential of inclement weather and physically harmful occurrences. The work involves moderate risks or discomforts requiring special safety precautions. Employees may be required to wear personal protective equipment.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: