

**WARD COUNTY  
POSITION DESCRIPTION**

**DEPARTMENT:** Sheriff's Department  
**POSITION TITLE:** Deputy  
**IMMEDIATE SUPERVISOR:** Lieutenant  
**SUPERVISORY RESPONSIBILITIES:** No

**SALARY GRADE:** 21  
**STATUS:** Non-exempt  
**STORM ESSENTIAL:** Yes

**EMPLOYEE'S NAME:** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE :** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**1. GENERAL DESCRIPTION OF POSITION:**

The Deputy serves and protects the public and enforces the laws of the State of North Dakota by routinely patrolling the roads and highways of the County, checking the security of property, responding to calls for assistance, investigating crimes and accidents, and keeping records of his/her activities.

**2. DUTIES AND RESPONSIBILITIES: ("●" Indicates essential function)**

- Operate assigned vehicles in patrolling the roads and highway of the County, enforcing traffic laws, checking on the security of property, responding to calls for assistance and rendering aid.
- Investigate accidents and crimes by securing crime scenes, interviewing witnesses and victims, gathering data, taking measurements, and searching for and securing physical evidence.
- Completes logs and reports and other records of activities, investigations, and incidents he/she is involved with.
- Locate individuals and serves civil papers and criminal warrants as assigned.
- Takes prisoners to court appearances, in the courthouse or via video, while maintaining the safety and security of the public and prisoners.
- Participate in training programs and exercises to maintain proficiency in performing assigned functions.
- Transport prisoners and mental health cases to or from State institutions and other law enforcement holding facilities.

- Locate and arrest persons for whom criminal warrants have been issued.
- Assist other law enforcement agencies as requested or directed.
- Make court appearances to testify in traffic and criminal cases.
- Take reports of a runaway juvenile, attempt to locate the juvenile, and remain with him/her until released to their family or other appropriate person or agency.
- Attend meetings and briefings and provide public relations activities as directed
- Keep vehicle servicing and maintenance records for assigned vehicle and make arrangements for servicing and maintenance when needed.

**3. SUPERVISION RECEIVED/EXERCISED:**

A Deputy is supervised by the assigned division supervisor(s) and does not supervise others.

**4. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):**  
**(“●” indicates essential functions)**

- High School degree and at least one year of full-time work experience in law enforcement, security, or a public contact position or any equivalent combination of education and experience.
- Current North Dakota Driver’s License and insurable driving record.
- Knowledge of the English language, both written and spoken; a general knowledge of the law and the functions of law enforcement; and a good understanding of human behavior, particularly in stressful situations.
- Skill in writing, reading, speaking and listening to the English language and effectively communicating with others both orally and in writing and particularly under pressure and in emergencies.
- Skill in effectively reasoning and dealing with others particularly in tense and potentially dangerous situations.
- Ability to understand and follow policies and procedures and exercise judgment in applying policies and procedures.
- Ability to interpret the law, particularly under stress and in emergency situations.

- Ability to physically restrain another person if necessary.
- Ability to learn and effectively use the County's computer software, organize assigned work and perform work productively, learn and effectively use new methods, procedures, and technologies in carrying out the functions of the position.
- Ability to work effectively and cordially with other employees, inmates, employees of other agencies and the public, including those from other cultures and of other races.

**5. LICENSURE REQUIREMENTS:**

A Deputy is required to be licensed by the State of North Dakota as a law enforcement officer within one year of employment in the position. The position also requires a valid driver's license. The failure to obtain or maintain current licensure in either or both of these areas may result in suspension or termination of employment.

**6. PHYSICAL AND MENTAL DEMANDS:**

May spend a large amount of time operating a motor vehicle depending on the assignment. Must be able to work in a mid-sized vehicle, in a cramped space for an extended amount of time, to include the entirety of a scheduled shift or more.

Occasionally faces stressful situations which involve the risk of personal safety or the safety of others.

May be required to wear protective equipment, and must be ready to use a firearm or physical force in the line of duty.

May be required to run distances in pursuit of suspects; jump over or across obstacles, climb obstacles such as fences or walls, bend, stoop, kneel, reach, crawl, or stretch in performance of the job.

Must be able to lift and/or move objects and people weighing up to or in excess of 200 pounds; physically control people; sit in a patrol car or elsewhere or stand for long periods of time; and push vehicles for short distances.

Excellent overall health, eyesight, and hearing are necessary.

**7. WORK ENVIRONMENT:**

The Deputy is usually assigned to work a variety of shifts, including evenings and throughout the night on a schedule that includes weekends and holidays. Working hours and days off may vary from schedule to schedule. On occasion, because of work load or emergencies, additional work may be required beyond scheduled hours

The Patrol Deputy often works in extremes of climate and weather conditions.

**8. OTHER ASSIGNMENTS:**

County department heads and supervisors reserve the right to amend the functions assigned a position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

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