

PARK COUNTY SHERIFF'S DEPARTMENT POSITION DESCRIPTION

POSITION IDENTIFICATION

Work Unit: PARK COUNTY Sheriff's Office

Supervisor: Park County Sheriff

Current Classification:

Salary: \$20.68 per hour

Title: Deputy Sheriff

Full Time – One year probationary period

POSITION SUMMARY: This position is responsible for enforcing MCA 7-32-2121. Position primarily protects and serves the citizens of Park County and the State of Montana. Position is responsible for conducting public relations activities and participating in professional development opportunities.

COUNTY DIMENSIONS:

Area: 2626 sq miles Resident Population: Approximately 16,000

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To enforce State, Federal and County laws and ordinances
- Candidate must pass written, oral, medical and psychological exams
- To provide customer service and answers inquiries via phone, electronically or in person
- To participate, conduct and manage search and rescue activities
- To patrol Park County
- To serve Warrants and civil papers
- Certifiable to use law enforcement weapons is required
- To write reports, testify in court and conduct investigations
- To assist the public
- To assist any and all Law Enforcement agencies as needed

To perform other duties as maybe assigned by the Sheriff

Individual is required to be a union member.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION/EXPEREINCE:

Graduate of an accredited high school or the equivalent thereof

Be of good moral character

Never been convicted of a felony

Agrees to be examined by a physician licensed to practice in the State of MT within 30 days immediately preceding date of employment offer

CERTIFICATIONS/LICENSES/REGISTRATIONS:

Valid MT driver's license

Valid and current POST certification OR tested successfully at MTLETC

MLEA Certification (must obtain within 1 year of hiring date)

OTHER SKILLS AND ABILITIES:

Able to efficiently operate a computer, have effective communication skills and good people skills

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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 the essential functions.

Must maintain a level of physical fitness which will allow him/her to perform required duties effectively.

While performing the duties of this job, the employee is occasionally required to stoop, kneel, crouch or crawl. On a frequent basis, the employee is required to sit, reach with hands and arms, walk, climb or balance and taste or smell.

The employee must occasionally lift up to 100 pounds.

