

BUFFALO COUNTY

POSITION DESCRIPTION

Department: Law Enforcement

Position Title: Deputy Sheriff

Pay Rate: Union

Direct Supervisor: Chief Deputy

Date: July 28, 2011

Purpose of Position:

Assist the Sheriff in protection of life and property in Buffalo County by patrolling and investigating criminal, traffic, and investigator issues. As well as keeping the peace.

Essential Duties:

This list of duties is not to be construed as all-inclusive, and may be modified as need requires. Special duty assignments will occur.

- Will report to work in a timely manner as set by supervisors.
- Will enforce traffic laws, county ordinances, state and federal laws.
- Will investigate complaints and accidents.
- Will render aid and assistance whenever necessary.
- Will appear as a witness in court whenever required.
- Will perform escort and traffic direction services.
- Will maintain records and prepare all required reports.
- Will serve civil process.
- Will maintain all issued county equipment.
- Will actively promote good public relations and will participate in public talks and related activities as directed.
- Will attend and actively participate in all assigned training programs.
- When directed, will actively perform patrol duties throughout the county with the use of squad or general foot patrol as assigned.
- Will work in other department divisions as assigned.
- Will be required to work the hours and shifts as directed by the Sheriff, and will be willing to change as directed.
- Will wear complete department uniform while on duty unless exceptions are made by a ranking officer due to special duty assignments
- Will keep abreast of changes in law, department policy and procedures as well as changes in rules of evidence, the collection of such and any other specially required investigative techniques.
- Will maintain all issued county equipment.

- Will respect the department chain of command and will report directly to the Chief Deputy under normal conditions and then the Sheriff in his/her absence.
- Will perform other duties as directed by the Sheriff.

The above job description is a brief summary, but not limited to the above is subject to change by order of the Sheriff.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

Associates Degree and/or qualifying training and experience, along with Wisconsin Training and Standards Bureau certification as a Law Enforcement Officer in the State of Wisconsin.

Physical Requirements:

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, fax machine, calculator, photocopier, and TV/VCR.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

Environmental Adaptability:

- Ability to work under conditions, which may require exposure to environmental factors such as irate individuals, intimidation, violence, traffic hazards, explosives and disease.

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

Employee's Signature

Supervisor's Signature

Date
Revised 3/2012

Date