



POSITION DESCRIPTION

2503

Position Title:	Deputy Sheriff	Department:	Sheriff
Pay Level:	12	FLSA:	Non-Exempt
Date:	July 2014	Reports To:	Chief Deputy Sheriff

PURPOSE OF JOB:

The Deputy Sheriff serves to protect the lives and property of Nobles County through the enforcement of laws and ordinances.

SCOPE OF THE JOB:

The Deputy Sheriff provides first response to calls for emergency assistance in cases of accidents, medical emergencies, and other emergencies. The Deputy provides backup to other police agency and emergency response calls as needed. The Deputy Sheriff is responsible for serving as a professional representative for the Sheriff's Office when working with members of the public. Performs work according to training and policies with a need for application of judgment in situations where decisions are immediate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state and local laws and the accepted standards and practices of law enforcement.

The Deputy Sheriff carries out specific duties associated with the position.

- Provides routine patrol service to the County to identify potential criminal/non-criminal activities, traffic, health and safety concerns; apprehends and arrests, with reasonable force if necessary, persons involved in criminal activity;
- Investigates criminal activities such as burglaries, child abuse and neglect, vehicular homicide, felony stops, search warrants, homicides, gambling, thefts, forgeries, domestic violence, drug investigations, assaults, jail security, arson, animal welfare, suicides, game violations, and pollution violations; interviews victims and suspects; enforces appropriate laws and/or ordinances;
- Investigates non-criminal activities such as boat and water safety, building security, town security, residence security, civil process, court room testimonies, complaint signing, vehicle maintenance, county park security, wildlife control, and coroner assistance; interview witnesses; enforces appropriate laws and/or ordinances; Assists state patrol, DNR and Neighboring Counties.
- Manages traffic incidents such as accidents, property damage, personal injury, DWI (Driving While Intoxicated) arrests, petty misdemeanors, and traffic direction; interviews witnesses, victims and suspects; enforces appropriate laws and/or ordinances; Snowmobile patrol/ Safety programs.
- Prepares and processes various documentation in regard to Paper services delivered conducts Sheriff's sales as needed.;
- Performs special assignments including entry team, detoxification, mental illness transfers, prisoner transfers, transient transfers, emergency blood transfers, and eye transfers;
- Reviews, receives, and prepares various reports, documents, and forms, including daily activity reports, child abuse/neglect reports, administrative forfeiture reports, accident reports, Intoxilyzer records, domestic abuse reports, use of force reports, hold reports, photo log, snowmobile accident report, search warrants, child in need of protection reports, check forgery reports, investigation reports, death scene investigation reports, judicial review reports, bias crime reports, firearms injury reports, water craft accident reports and regular training bulletins.

Communicates with the public as a representative of the Sheriff's office.

- Delivers community relations services; facilitates public discussions and presentations on drugs, abductions, gangs, the McGruff program, crime prevention and related programs; promotes drug prevention education, and conducts safety training and preparedness;
- Speaks with complainants and general public in person and over the phone.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires an Associate's degree in Law Enforcement, or related field, completion of an accredited police academy; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. The job requires a current Police Officer Standards certification or eligibility to become POST certified before engaging in active patrol duty. The job requires a valid Minnesota driver's license in order to complete field work and attend local and regional meetings and appointments.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Effective supervisory and leadership capabilities;
- Knowledge and experience using Microsoft Office Suite;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; perform calculations involving fractions; compute ratios, proportion surface areas, measure volumes and weights; test and interpret same, as may be appropriate;
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines;
- Ability to manage workload assignments of direct staff and cooperate with third party partners to meet goals;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech;
- Excellent interpersonal communication skills; ability to effectively communicate with people to convey or exchange professional information; ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions; ability to effectively communicate with the public in an approachable, professional manner;
- Ability to handle unpredictable situations in public dealings in a manner which represents Nobles County and the Sheriff's office in a respectable, law-abiding fashion.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The Deputy must be physically able to operate a variety of equipment and machines, including, but not limited to: squad car automobile, in-automobile computer and camera systems, evidence kits (i.e. blood and urine and sexual assault kits), audio and video surveillance equipment, cameras, first aid materials, personal protective gear (i.e. hazardous containment suit, bullet proof vest, and gas mask), two-way radio, firearms, explosive devices, restraint devices, computer, telephone, copier/printer/scanner, facsimile machine, and hand tools.

The Deputy must be capable of exercising self-control and physical effort when confronted with emergencies and potentially dangerous situations involving the use of firearms and physical force. The Deputy must demonstrate skill and proficiency in the operation of law enforcement vehicles, firearms, restraints, and other equipment. The Deputy has direct exposure to various types of evidentiary items including, narcotics, chemicals used to manufacture narcotics, drug paraphernalia, human and animal bodily fluids and weapons.

Physical demand requirements are a variable blend of sedentary or office environment work and intermittent heavy physical exertion, sometimes without opportunity to prepare. The Deputy must be physically able to do outside work and is subject to occupational hazards and exposure to environmental factors such as inclement weather. There is intermittent exposure to driving in inclement weather.

Signature

Supervisor's Signature

Date

Date

Nobles 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 prospective employees and incumbents to discuss potential accommodations with the employer.



**4/5 PART-TIME EMPLOYEE
DEPUTY SHERIFF–
SHERIFF’S DEPARTMENT**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 12 Pay Range – 2019 Wage)

Beginning pay\$25.24/Hour
After 12 more months\$26.05/Hour
After 12 more months\$26.88/Hour
After 12 more months\$27.70/Hour
After 12 more months\$28.52/Hour
After 12 more months\$29.34/Hour
After 12 more months\$30.16/Hour
After 12 more months\$30.98/Hour
After 12 more months\$31.80/Hour

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 2080 hours. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours. Annual Leave is accrued on a pro-rated basis (hours worked).

4/5ths A/L Accrual Rates:

Years of Service	Non-Exempt	
	Annual Accrual	Bi-Weekly Accrual
1 st year	102 hrs	6.155%
2 - 6 years	128 hrs	7.693%
7 - 12 years	154 hrs	9.234%
13 - 18 years	179 hrs	10.770%
19 - 24 years	205 hrs	12.309%
25 or more years	230 hrs	13.847%

HOLIDAYS

There are 10 paid holidays per year

Part-time Employees are eligible for holiday pay on a pro-rated basis of what a full-time Employee earns (4/5 time = 6.5 hours/holiday).

New Year’s Day	Martin Luther King Day	President’s Day
Memorial Day	Independence Day	Labor Day
Veteran’s Day	Thanksgiving Day	Christmas Day
Your Birthday		

PENSION

Public Employee's Retirement Association: (2019)

11.30% of the employee's gross income; 16.95% County Contribution

Medicare Qualified:

1.45% of the employee's gross income; 1.45% matched by the County

UNION

This is a bargaining unit position. After one month of employment, you must decide whether or not to join the union, and if so you will pay union dues.

2019 INSURANCE – Full-Time Employees are required to take Health, Dental & Life Insurance

- < **Health insurance** The County offers a BCBS-VEBA high deductible plan of \$2600 individual/\$5200 family deductible with an individual savings plan funded by employer contributions; **or** the County offers 2 BCBS-HSA high deductible plans of \$3375 individual/\$6750 family deductible or \$6350 individual/\$12700 family deductible; **or** a HSA \$2700 individual/\$5400 family deductible WesternMN (Sanford) Plan. With the HSA individual savings plan, the employer and employee may both contribute to the annual maximum. The monthly contributions to the individual savings plan are \$200.00 for single coverage or Single+Spouse and \$315.50 for family or Single+Children coverage. The savings plan may be used to pay medical expenses, deductibles, co-pays, and co-insurance under the health plan. Balances in the individual health accounts are rolled over and/or invested from year to year while unused. All preventative services are covered at 100%, no deductible, with no dollar maximum. This is in addition to the coverage already provided for cancer screenings and well baby care. Prescription drugs will be paid at 100% after the deductible has been met.
- < **Dental Insurance** pays 50% of costs, less a \$25 deductible and a maximum annual benefit of \$500.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

2019 coverage cost based on 24 pay periods:

(Rates include dental and life insurance)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
\$2600/\$5200 VEBA Deductible	\$48.20	\$662.20	\$588.70	\$839.95
\$3375/\$6750 HSA Deductible	\$24.20	\$604.70	\$537.95	\$775.45
\$6350/\$12700 HSA Deductible	\$0.00	\$390.95	\$350.45	\$537.70
\$2700/\$5400 HSA Deductible–Western MN	\$0.00	\$506.70	\$452.20	\$666.45

- Notes:**
1. Nobles County offers a cafeteria plan to its employees. Full time benefit eligible employees receive \$1,000 per month, 4/5 time employees receive \$800 per month, and 3/5 time employees receive \$600 per month to spend on employee benefits. In order to receive the above amount, you must carry, at a minimum, individual health, dental, and life coverage
 2. Family Dental is available for \$19.92/mo.
 3. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.