



# SHERIDAN COUNTY

## PLENTYWOOD, MT

Job  
Description  
**Deputy Sheriff**

*Sheridan County is an equal opportunity employer. Sheridan County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Job Title:** Deputy Sheriff      **FLSA Status:**  Non-Exempt       Exempt  
**Department:** Sheriff's Office      **Reports to:** Sheriff

**Work Unit Overview:** The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving warrants and making arrests, and assisting in preliminary investigations. The mission of the Sheriff's Office is to maintain and improve the quality of life within the community by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment.

**Job Summary:**

The Deputy Sheriff is responsible for performing law enforcement and crime prevention work including patrolling of assigned areas, preserving the peace, serving warrants and making arrests, assisting in preliminary criminal investigations and providing inmate security at a Sheriff's detention facility. This includes assignments to civil, detention, investigations, and court security; and performing related duties as assigned.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the Deputy Sheriff performs.*

- Patrol assigned areas and assist local peace officers in protecting life and property by enforcing laws. Observe and assess all situations, activities, and surroundings and take actions to correct, resolve, and control any potential problems, unusual occurrences, and breaches of peace through appropriate application of law, approved departmental policy and sound judgment.
- Serve warrants and make arrests, perform preliminary investigations of complaints and criminal violations and gather evidence and interview witnesses according to legal guidelines and departmental policy. This includes conducting searches, seizing and preventing the circulation of any drugs or contraband, fingerprinting, checking law enforcement files and databases, receiving and recording evidence and property, and related police work.

- Respond to calls for services and take control of accident and crime scenes, identify persons involved, interview witnesses, investigate causes, and administer basic first aid when needed to safeguard the public and preserve peace. Write and file reports, make maps, photos, diagrams and charts describing incidents, crimes and accidents and testify in court as expert or material witness in the interest of promoting justice.
- Serve legal papers such as subpoenas, summons, complaints, and writs of attachment, execution, and restitution to assist in facilitating County and state legal/justice proceedings. Conduct or assist in sale of attached property, collect fees due the County, and receive and deposit bail in accordance with the law and department procedures.
- Serve as bailiff to maintain security and order in the court and remove disorderly persons when necessary to assist in the swift application of court proceedings. Provide security and safety of jury deliberations, jurors, the public, and prisoners and set up projectors and other equipment used in court to assist in facilitating court proceedings.
- Maintain security and monitor movement of persons detained at a Sheriff's detention facility to protect the public and other prisoners. This may include escorting detainees and inmates to court appearances, medical checks, counselor visits, and other approved appointments at mental hospitals, medical facilities, or clinics.
- Make appropriate judgments of needed actions for a wide variety of situations, including legal jurisdiction for interventions, and adapt responses according to established departmental policy, criminal codes, ongoing training, conditions, and specifics of a situation. Use sound, professional judgment and rely on training and common sense to request assistance of other law enforcement officers, public health or safety officials, emergency medical personnel and/or medical examiners staff.
- Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.

**Non-Essential Functions:**

- Attend workshops, law-enforcement seminars, and educational sessions to keep updated on policing strategies, changing laws, and crime trends affecting the County to best serve the community in protecting life and property.
- Coordinate community outreach events and public education programs to foster community relations and to promote a safe community committed to problem solving and respect for the law.
- Perform other duties as assigned including assisting in special operations, attending meetings and conferences, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:**

- Frequent standing, sitting, bending, stooping, twisting of waist, side-to-side turning of neck.

- Fine finger dexterity to operate keyboards, weapons, and writing materials.
- Must give verbal commands in a loud, clear, understandable voice, have excellent vision and hearing.
- Ability to physically subdue a person.
- Work outside in varying temperature.
- Work in rough and uneven terrain.
- Exposure to criminals and danger.

**Supervision Exercised:**

The position does not regularly supervise other County employees.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of the principles, practices, and techniques of law enforcement; the laws, rules, and regulations enforced by the department; the geography and topography within the County jurisdiction; modern procedures and methods employed in crime detection and investigation; court procedures in criminal and civil trials; criminal behavior patterns and the social factors underlying criminal behavior; first aid methods and their applications; and the use and care of firearms.

The job requires skill in active listening, speaking, critical thinking, social perceptiveness, negotiation, judgment, and decision making while interacting with the community in often tense and volatile situations. Skill in subduing individuals in a physical confrontation bearing duty equipment; safely operating light-duty passenger vehicles and vans; and keyboarding are also required.

This job requires the ability to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper course of action; to cope with stress situations firmly, tactfully, and with respect to individual rights; problem-solve; to read, understand law ordinances, rules, and regulations; to observe and remember details; to communicate clearly, verbally, and in writing with proper grammar, syntax, punctuation, vocabulary, and spelling.

**Education and Experience:**

This job requires education and experience equivalent to a high school diploma or a GED certificate.

The job requires a valid Montana driver's license, or eligibility to gain one, and a good driving record. The Deputy Sheriff must successfully complete the Montana Law Enforcement Academy and meet the other statutory qualifications in M.C.A. 7-32-2104.

Montana P.O.S.T. certified desired but not required for hiring purposes.