

VERNON COUNTY

Position Description

Position Title: Special Deputy Sheriff – Reserve Pool Employee **Dept:** Sheriff
Group-Pay Grade: Non-union, Pay Class A-G **FLSA:** Non-exempt

Reports To: Sheriff/Chief Deputy Sheriff/Admin Staff **FTE:** Generally less than 600 hrs annual

POSITION SUMMARY

This is an on-call position with no guarantee of working hours, performing specific and general functions within the Vernon County Sheriff's Department, including, but not limited to the handling and management of prisoners and mental patients, dispatching of emergency services, assigned clerical duties, and routine police functions (if qualified). The employee is guaranteed no specific hours and is placed in a pool of persons to be drawn from for various functions within the department. Assignments may vary depending upon personal qualifications and certifications with the individual. The utility pool employee will be familiar with numerous job descriptions within the department in accordance with assignments and qualifications. Employee is under general supervision of the Sheriff / Administrative staff and uses independent judgment and occasionally works alone. General and specific assignments are received and work is performed according to prescribed methods and procedures.

ESSENTIAL DUTIES/RESPONSIBILITIES

This position description has been prepared to assist in evaluating duties, responsibility and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded. Vernon County has the right to re-evaluate all positions on a continuous basis in determining the need for the position along with the availability of funding. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Special knowledge and/or training and background in the handling of person under special circumstances, including restrained suspects and mental patients.
- Depending upon qualifications, the employee will be familiar with and understand the following job descriptions if performing the associated duties: Dispatcher, Jailer, Transport Officer, Confidential Transcriptionist, Records Officer, and Patrol Officer (if qualified to perform).

RELATED JOB FUNCTIONS

- Responsible for working safely and following safety practices and standards; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Is on-call and fills in for full-time department personnel and assists with their duties as may be needed
- Establish and maintain effective working relationship with co-workers and others
- Performs related work as required or directed to by Sheriff / Undersheriff / Administrative Staff

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

Approximately 90% - of the time is spent driving, sitting; hearing, using near and far vision, driving vehicles; 50%- walking, standing, climbing, bending, talking, color identification, handling; 25% exposure to fast moving vehicles. 10% -fingering, lifting, carrying up to 40 pounds, 10% - exposure to loud noises; In more non-routine situations and with little or no notice, one may be physically attacked and have to grapple, stoop, crawl, run, crouch, bend, reach, or push/pull 160 pounds or more. Involves potential for physical attack..

- May involve potential for minimal exposure to blood/body fluids.

REQUIREMENTS OF WORK

- May be asked to complete, with satisfactory results, an oral interview conducted by the employing authority.
- Must maintain ability to pass drug testing or psychological testing requirements.
- Ability and willingness to be on call and come to work on short notice.
- Availability to work any requested shift, including weekends or holidays and be easily contacted by telephone.
- Requires good character and references certifying stability and integrity i.e., must be bondable.
- Skill in reading, basic math, reading comprehension, along with the ability to effectively communicate both orally and in writing.
- Knowledge of Federal, State, County and Municipal laws, Statutes and Ordinances and Sheriff's Department policies.

- Requires alertness, good observation qualities, ability to control emotions and take prompt and decisive action in emergency situations.
- Ability to maintain a positive attitude, emotional control, and remain calm under sometimes adverse circumstances.
- Ability to follow work procedures and rules and to work and drive in a confined area for an extended period of time.
- Ability to deal tactfully and effectively with the inmates, general public, other County officials and employees.
- Must possess physical condition, agility, and ability to perform essential job functions such as self-defense and restraining combative individuals, performing first aid and CPR, stair climbing, and varied lifting duties in varied working conditions.
- If qualified for firearms and associated assignments, must meet firearms qualifications.
- Able to perform, with or without accommodation, the essential functions of the position.
- Requires good driving record and possession of a valid Drivers License; and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for City and rural travel desirable.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

Preferred, but not required, the employee meet the minimum qualifications for recruitment as listed in LES 2(summary) if employee is certified by the Training and Standard Board, State of Wisconsin: High school diploma or GED; Wisconsin Driver's License required for prisoner transport duties; if certified law enforcement officer, training in Corrections or Criminal Justice/and or Police Science Degree preferred and must pass background check and other requirements for Law Enforcement certification. Preference may be given to applicant certified or Certifiable by Wis. Law Enforcement Standards Board. Any suitable combination of experience and training may be substituted by the governing authority. Note: All appointees must successfully complete law enforcement certification training as may be required for specific duties or job assignments. There is no Vernon County residency requirement for on-call or part-time personnel.

Vernon 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.