

## Wells County, North Dakota

Wells County Courthouse  
***Office of Sheriff***  
700 Railway ST N #306  
Fessenden, ND 58438  
(701) 547-3211

### Job Description

<b>Job Title: Sheriff</b>	<b>Job Status: Full-Time</b>
<b>Department: Sheriff's Department</b>	<b>FLSA: Status: N/A (Elected)</b>
<b>Reports To: Electorate</b>	<b>Effective Date: October 2019</b>

#### ❖ Nature of Work:

As a duly elected official, is responsible for duties as County Sheriff as outlined in North Dakota Century Code, Chapter 11–15. Primary responsibility is to provide peace and order within the county.

#### ❖ Essential Functions of Work:

- Performs all responsibilities of Sheriff as outlined in North Dakota Century Code Chapters 11-15.
- Enforces all federal, state, and local laws, personally, or through licensed peace officers that are hired as Wells County Sheriff's Office deputies and/or Chief Deputy.
- Ensures that civil process, subpoenas, and other papers are served as necessary.
- Hires or fires all Wells County Sheriff's Office employees.
- Supervises all Sheriff's Department employees, and may designate others to supervise employees as necessary.
- Has the discretion to review employee performance, as necessary.
- The Sheriff or his designee may perform duties as FTO (Field Training Officer) for newly hired full-time deputies.
- Updates the policies and procedures of the Wells County Sheriff's Office in his discretion, as necessary, for the functions and requirements of the Wells County Sheriff's Office.
- Performs such other duties of Sheriff, as required by law.

#### ❖ Requirements of Work:

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and employees, and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to perform light physical work and carry up to 75 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer and traditional Sheriff's equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.

- Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to Sheriff related duties.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience :**

- Must be duly elected by the citizens of Wells County.
- Certified in Police Officer Standards, Training, and Licensing. (P.O.S.T.)
- Licensed in civil process.

❖ **Clarification Clause**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Sheriff Department related positions. The job description does not constitute an employment contract or an employment agreement. The County reserves the right to modify job descriptions at any time.

Wells 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.