

Wells County, North Dakota

Wells County Courthouse
Office of Sheriff
700 Railway ST N #306
Fessenden, ND 58438
(701) 547-3319

Job Description

Job Title: Sheriff's Office Deputy	Job Status: Part-time (50% FTE)
Department: Sheriff's Department	FLSA Status: Non-Exempt
Reports To: Wells County Sheriff	Effective Date: October 2019

❖ Nature of Work:

Under the general supervision of the Sheriff, the Office Deputy performs skilled administrative support work receiving, screening and processing telephone calls and serving as receptionist for department, scheduling appointments, handling complaints, assisting the public, typing a variety of documents, maintaining records and files, preparing reports, and related work as apparent or assigned.

❖ Essential Functions of Work:

- The Office Deputy will review all policies and procedures, and will follow all policies and procedures.
- The Office Deputy will follow the chain of command.
- The Office Deputy will perform all duties in a professional manner, and understands that any actions, whether on duty or off duty reflect upon the Wells County Sheriff's Office.
- The Office Deputy will maintain the confidentiality of the Wells County Sheriff's Office, and will specifically follow the social media policy, and will not issue press releases unless specifically authorized and approved by the Sheriff.
- The Office Deputy will perform the administrative duties generally associated with the office, as requested and assigned by the Sheriff.
- The administrative duties include, but are not limited to:
 - Answering the phone.
 - Getting and opening the mail.
 - Dealing with persons that physically enter the Sheriff's Office.
 - Preparing correspondence from the Wells County Sheriff's Office.
- The Office Deputy will be certified in the 24/7 Sobriety Program and perform tasks associated with the 24/7 program as provided by State Statute, the Southeast Judicial District guidelines, and the Wells County Sheriff's Office Policies and Procedures Manual guidelines. Refer to 24/7 Program policy.
- The office Deputy will prepare a Call for Service (CFS) in the P1 LERMS system when there is an official action performed for the Wells County Sheriff's Office, including but not limited to, citizen requests to file a complaint whether in person or over the phone; each action related to the 24/7 sobriety Program, and civil process service. Refer to Calls for Service policy.

- The Office Deputy will enter in the CFS Cards into the P1 LERMS system as assigned by the Sheriff and/or Chief Deputy.
- The Office Deputy will attend all monthly staff meetings as requested by the Sheriff.
- The Office Deputy will assist other agencies when requested and as assigned by the Sheriff and/or Chief Deputy. This may include assisting Social Services and/or Juvenile Court, including providing breath testing, drug testing, drug patches, and/or 24/7 Sobriety Program requirements.
- The Office Deputy will perform all other related duties as assigned by the Sheriff.

❖ **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 other 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 20 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 office equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience:**

- High School diploma or GED.

❖ **Clarification Clause**

This 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's Office Deputy related positions. The job description does not constitute an employment contract or an employment agreement. The Office Deputy is an employee "at will" and will be hired or fired at the discretion of the Sheriff. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify this description 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.