

Wells County, North Dakota

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

Job Description

Job Title: Special Deputy Sheriff	Job Status: Part-time
Department: Sheriff's Department	FLSA: Status: Exempt
Reports To: Sheriff	Effective Date: October 2019

❖ Nature of Work:

Under supervision of the Sheriff and/or Chief Deputy Sheriff, is responsible for general police work; prevention and detection of crime; the protection of life and property; and routine tasks in accordance with rules and regulations.

❖ Essential Functions of Work:

- The Sheriff and/or his designee will instruct the Special Deputy as to the duties to be performed.
- The Special Deputy will perform the duties in a professional manner.
- If time allows after the Sheriff appointment of a Special Deputy, the Special Deputy will review all policies and procedures, and will follow all policies and procedures, as listed in the Wells County Sheriff's Office policies and Procedures Manual and as updated.
- If there is not sufficient time for the Special Deputy to review policies and procedures after the appointment by the Sheriff, the Sheriff and/or his designee will provide instructions to the Special Deputy as to the duties to be performed.
- Follows the Chain of Command.
- Maintains the confidentiality of the Wells County Sheriff's Office.

❖ Requirements of Work:

- Maintain a positive and productive work atmosphere by communicating and maintaining a professional manner with superiors, other officers, employees, detainees, attorneys, and anyone coming in contact with the Sheriff's Department.
- Elementary knowledge of general police methods and procedures or the ability to learn such methods rapidly; knowledge of traffic rules, regulations and criminal laws; aptitude in the use of firearms, and the ability to operate motor vehicles and law enforcement radios and equipment.
- Reading, writing and arithmetic skills sufficient to create and comprehend activity reports.
- Able to deal firmly and courteously with the general public.
- Willing to work shift work consisting of days, nights, holidays and weekends.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used.

- Ability to react quickly and calmly under emergency conditions which includes the normal use of all extremities; must have ability to hear normally, and eyesight corrected to 20/30 or better with the ability to distinguish colors and have no appreciable loss of peripheral vision.
- Must possess a valid driver's license with no serious traffic violations, no felony or misdemeanor convictions.
- Able to pass civil, criminal, and driver's license background checks, and physical and mental evaluations to prove ability to handle one-self in cases of physically demanding emergencies and stressful environmental strains.
- 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.
- Maintain the Sheriff's Department code of ethics, policies, and the North Dakota Century Code.
- The Special Deputy will either be a licensed peace officer or have a temporary restricted license.

❖ **Desired Training and Experience:**

- Must be U S Citizen, 18 years of age or older.
- High school graduate or GED certified.
- Certified in Police Officer Standards, Training and Licensing (P.O.S.T.) or have the ability to become certified.

❖ **Special Working Conditions:**

- Physical environment consists of exposure to extremes in weather and driving conditions. Much time is spent in a vehicle, oftentimes having to go out into the elements while conducting investigations, traffic stops, and property checks.
- Will include physical motions of sitting, standing, walking, running, climbing, jumping, lifting, pulling, carrying and dragging objects, quickly entering and exiting law enforcement patrol vehicles and physical contact with others using body force to restrain individuals.
- Will include effectively restraining a suspect, forcibly if necessary, using handcuffs, and other restraints.
- Endure verbal and mental abuse when confronted by suspects and other people in an antagonistic environment; break up fights and affrays; use of firearms when necessary.
- Encounter environmental and health concerns through exposure to infectious diseases transmitted through body fluids, chemicals, and other substances related to Deputy Sheriff work.

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Special Deputy Sheriff related positions. The job description does not constitute an employment contract or an employment agreement. The Special Deputy is an employee "at will" and will be hired or fired at the discretion of the Sheriff. 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.