

Orangeburg County

Title: Sheriff Deputy



It's a great day in...

**ORANGEBURG
COUNTY**

We are here to serve you!

Class Code: **FT** **PT**
 Exempt **Non-Exempt**

General Description

The purpose of this position is to enforce state and local laws relating to public safety and welfare by responding to all emergency and routine calls for service within Orangeburg County.

This class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Responds to emergency calls, such as robberies, burglaries, kidnappings, assaults and murders; and practices safety procedures in answering and responding to calls.
- Investigate crimes, interview witnesses, complainants, and victims; gather and preserve physical evidence for court; conduct follow up investigations as needed.
- Apprehend, arrest and detain criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- Serve warrants, summonses, subpoenas, civil and other official papers.
- Assist motorists in various situations as needed.
- Investigate and report dangerous, hazardous, or other related events; keeps bystanders out of danger; safeguards property; and renders first aid in emergency situations.
- Prepare, process, and/or transmit various reports as required.
- Record information concerning events that took place during tour of duty and record such activity in the manner as prescribed by the department.
- Maintain required level of proficiency in the use of firearms, and evasive action/driving skills.
- Performs other duties and related work as instructed and assigned.

Supervisory Functions:

- This job has no supervisory responsibilities.

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Minimum Education and Experience Requirements:

Requires a High School diploma or GED equivalent.

Requires eight (8) years of experience in law enforcement and four (4) years of supervisory experience; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Reasoning/Math/Language Skills

Ability to read analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment):

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

Special Certifications and Licenses:

- South Carolina Criminal Justice Academy Basic Law Enforcement Certification.
- Must possess and maintain a valid state Driver's License.

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Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Sheriff Deputy. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Print Employee Name

Date

Employee Signature

Date

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