

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Deputy Sheriff
DEPARTMENT: Garrett County Sheriff's Department
REPORTS TO: Sheriff or Chief Deputy
FLSA STATUS: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

This position involves public safety, law enforcement, and court servicing work under the general directions of the Corporal. It may involve the supervision of other deputies on a shift and the performance of certain administrative duties.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

In the absence of a senior officer, has the responsibility for the supervision of the shift to which they are assigned including the supervision of other Sheriff's Department personnel assigned to that shift, does related work as required.

- Patrol the County in the capacity of a public safety officer.
- Investigate traffic accidents and crimes in a timely manner.
- Seek to prevent crime, apprehend law violators, and render assistance to citizens.
- Coordinate activities with other law enforcement agencies as necessary.
- Keep records and prepare reports as directed.
- Other duties may be assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience:

- High school diploma or equivalent
- Successful completion of recognized police academy or training must be completed within first year of employment.

Knowledge, Skills, and Abilities:

- Thorough knowledge of public law and court procedures.
- Supervise the activities of other law enforcement officers.
- Ability to deal with the public in a courteous, but firm manner, always maintaining the dignity of the law enforcement profession.
- Ability to hold composure and exercise good judgment in times of stress.
- Thorough knowledge of County geography, devices, and equipment used in police work.
- Must serve as an exemplary example to subordinates.

Deputy Sheriff- Sheriff's Department
Revised Date: 02/18/2025

- Communicate with other public safety entities both directly and via radio and telephone.
- Communicate with the general public in both daily and emergency situations.
- Communicate in large group settings, including press releases, public information reports and public relations presentations.
- Communicate with other staff, both inside and outside the department.
- General math ability
- Must be able to make reasonable and sound judgments during emergency conditions. Must be able to manage emergency resources beyond routine expectations.

Certificates and Licenses:

- Valid driver's license
- Certified First Responder

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be in good general physical condition and be able to successfully perform the essential functions of this job. Physical and mental condition must be in accordance with metropolitan life scale (i.e.; weight proportionate to height).
- Must have the ability to perform under stressful situations and work extended hours if needed.
- Must be able to sit and/or stand for extended periods.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Law enforcement work by its very nature is extremely hazardous. You are called upon to risk your life, if necessary.
- Shift work, 24 hours a day, 7 days a week, 365 days a year, someone sworn to uphold the law must be on duty to respond to calls from the public for assistance. A Deputy does not work around the clock or weekends, however, is responsible for those who do.
- Performs administrative duties but still has the same hazards to deal with at any given time when the situation calls for his presence. High stress. Faced with life/death situations at any given time.