



MORRISON COUNTY

JOB DESCRIPTION

Job Title:	Deputy Sheriff
Department:	Sheriff's Office
Classification:	11
Reports to:	Sergeant
Supervises:	No
Normal Business Hours:	Varies
Telecommute:	Not available
Union:	Yes
FTE Status:	1.0 Full Time Equivalent
Last Reviewed:	08/2024

Nature of Work:

This position is responsible for protecting the lives and property of the citizens of Morrison County. A Patrol Deputy is generally the first response to situations requiring a law enforcement presence ranging in levels of assistance from mailbox vandalism to searching for lost persons to homicide investigator from the department.

Communicates with:

Internally – All Sheriff staff.

Externally – State/county/city entities and public.

Supervision:

N/A

Essential Work Functions:

- Patrols an assigned area to enforce local, State, and Federal laws; investigates crimes; collects evidence; interviews witnesses and suspects.
- Responds to calls for assistance, policy enforcement, medical help, or safety; collects information, assists with possible medical emergencies, and determines need for further action; performs lifesaving procedures.
- Performs investigations regarding complaints; questions individuals involved in incidents; gathers information and evidence; determines laws, regulations, or rules broken; prepares information and documentation for trial.
- Apprehends criminals and offenders.
- Performs civil process operations. Prepares and presents educational programs regarding laws, rules, regulations, and safety.
- Testifies in court, explaining evidence and observations collected and/or made during incidents that result in criminal prosecutions or civil disputes.
- Maintains records of crimes, injuries, incidents, and traffic accidents; enters data into Records Management System.
- Drafts and executes search warrants.
- Transports inmates and provides security for courtroom, other law enforcement agency or medical facility if necessary.
- Performs the duties of a Deputy Coroner to include investigating death scenes.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate degree.
- Less than one (1) year of experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license.
- Peace Officers Standards and Training License.
- Knowledge of:
 - Law enforcement weapons and equipment
 - Safety principles and practices
 - Defensive techniques
 - Physical apprehension, handcuffing, and restraining techniques
- (EMSRB) First responder certification.
- Firearms license and certification.
- Emergency Vehicle Operator Course certification.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal and oral communication skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50% - 74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)		X		
Challenging or threatening behaviors				X
Hazardous physical conditions				X
Hazardous materials			X	
Atmospheric Conditions			X	
Travel				X
Extreme temperatures			X	
Environmental		X		
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____