



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Chief Deputy Sheriff
Department: Sheriff's Office
Classification: 18
Reports to: County Sheriff
Supervises: Yes
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: Supervisory discretion
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for the day-to-day operations including scheduling of patrol deputies, managing civil process and acting as a liaison between the Sheriff's Office and the general community. In the absence of the Sheriff, the Chief Deputy has full authority as acting Sheriff to carry out the statutory duties of the Sheriff position.

Communicates with:

Internally – All Sheriff staff.

Externally – State/county/city entities and public.

Supervision:

Directly Sergeants, Deputies

Indirectly: Dispatchers, Clerical, Correctional Officers, Emergency Manager, Water Patrol, Interns

Essential Work Functions:

- Manages, and directs staff to include prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.
- Reviews reports, criminal cases and processes criminal complaints.
- Processes all permits to purchase and carry permits.
- Maintains public relations with other law enforcement agencies, other governmental agencies and the public.
- Manages the Sheriff's Office vehicle fleet.
- Executes all Sheriff's sales.
- 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.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate's degree.
- Six (6) years of experience preferred, including supervisory experience.
- 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 supervise staff.
- Knowledge and skill in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- 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: _____