



Ringgold County Sheriff's Office

Job Description

Ringgold County Deputy Sheriff

Starting Salary: \$24.60 **Hourly NON- Certified**
 \$26.36 **Hourly Certified**
 \$28.11 **Certified AND After Probation Completion**

Definition and Duties

Under supervision and within the chain of command, on assigned shift, enforces controlling federal/State statues and County ordinances established to protect life and property, providing general assistance to the public regarding criminal and civil matters, and interacts with citizens providing information, issuing citations and arrest warrants and serving legal notices. Employee may be assigned to Civil, Patrol, Jail, and/or Courthouse Security.

Knowledge

- Criminal, civil and traffic laws and regulations as specified in the *Code of Iowa* and related County and city ordinances.
- Current arrest and interrogation procedures relating to criminal and traffic law enforcement.
- Modern methods and procedures used in collecting and presenting evidence in trials and hearings.
- Current methods and procedures used in serving summons, civil notices and related legal notices.
- State highways, county roads, city streets, landmarks and use of maps.
- Standard weapons and equipment used in modern law enforcement agencies.
- Standard investigative and interviewing techniques.
- Jail standards.
- English language to include grammar, spelling, sentence structure, vocabulary and proofreading skills.

Abilities

- Patrol assigned area and watch for suspicious activity.
- Initiate and conduct investigations, searches and arrests in a professional and efficient manner.
- Represent Ringgold County and perform duties in a professional, responsible and trustworthy manner.



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- Establish and maintain effective working relationships with co-workers, supervisors, other agencies, and the public.
- Safely operate motor vehicles under emergency and non-emergency conditions.
- Write detailed reports.
- Prioritize multiple responsibilities and organize.
- Maintain confidentiality and security information as appropriate.
- Operate and maintain law enforcement equipment including firearms, vehicle, Taser, two-way radio, tools and emergency equipment.
- Identify, locate and serve legal notice upon, or arrest targeted individuals.
- Communicate effectively and work with diverse populations including youth, elderly, mentally ill, and/or hostile persons in routine, unusual, and crisis situations.
- Handle low and high levels of stress, meet deadlines and solve problems.
- Utilize restraint and self-defense techniques and equipment proficiently.
- Administer first aid, CPR and operate automated electronic defibrillator.
- Use computer for the purpose of data entry, word processing, e-mail and internet.
- Follow verbal and written instructions.
- Work in unfavorable weather conditions.
- Have sufficient vision including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Perform sobriety tests, hand written notations and moderate use of a keyboard and mouse.
- Climb, balance, stoop, kneel, squat, bend, twist, reach, and crawl.
- Sit and /or stand for extended period of time.
- Work days or night shifts hours, holidays and weekends.
- Occasionally lift, carry, push, and pull up to 75-100 pounds.
- Have sufficient personal mobility to complete field work.
- Work over time and emergency duty in a 24-hour operation.

Minimum Education

- High School graduate or equivalent.
- Associates degree in related field and previous law enforcement, correctional, security, and /or military experience preferred.

Special requirements

- Must pass background check
- Valid driver's license.
- Safe driving record



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- Within 3 months of hire, must reside in Ringgold County.
- Undergo psychological testing.
- Must become certified by the Iowa Law Enforcement Academy as a Peace Officer per Iowa Code within 1 year of employment.
- Must successfully complete orientation.
- Ability to obtain and maintain certification in the following areas;
 1. CPR
 2. First Aid
 3. Weapons Qualification
 4. Intoxilyzer Operation
 5. Radar Unit Operator
 6. Jail Procedures
 7. Medication Dispensing

Supplemental Information

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.

X

Employee Signature

Date

X

Sheriff Signature

Date