

HUTCHINSON COUNTY SHERIFF'S OFFICE JOB DESCRIPTION

DEPUTY

Essential Functions include, but are not limited to:

ROUTINE PATROL
FOLLOWING DIRECTIVES OF THE SHERIFF, CHIEF, CAPTAIN & SERGEANTS
REPORT WRITING
CIVIL PROCESS AND SERVICE
CRIMINAL INVESTIGATIONS
TCOLE CERTIFIED PEACE OFFICER
ABLE TO DEAD LIFT UP TO 75lbs
MAY HAVE TO WORK AROUND ODOR & PROFANITY
BE ABLE TO HANDLE THEMSELVES IN VERBAL & PHYSICAL CONFRONTATION
WORK IN INCLIMATE CONDITIONS
WORK SHIFT WORK TO INCLUDE WEEKENDS & HOLIDAYS
BE SUBJECT TO CALL BACK
OTHER DUTIES AS ASSIGNED

Promote the Hutchinson County Sheriff's Office through service oriented, community friendly activities, with a professional attitude with the general public.

Skills and Requirements:

Employee must be a Certified Peace Officer in the State of Texas and recognized as such by the Texas Commission on Law Enforcement Officer Standards Education.

Employee must have a minimum of high school diploma or its equivalency.

Employee must possess a valid Social Security Card.

Employee must possess a valid Texas Drivers License.

Employee must be in good physical and mental condition.

Employee must not have been convicted of a misdemeanor offense above the grade of class C within the last five (5) years.

Employee must not have been convicted of a misdemeanor crime of domestic violence.

Employee must have a strong work ethic and ability to work well with others.

Employee must have the ability to keep information gained from the duties of this office in a confident and professional manner.

Physical Requirements:

Employee must be able to Stand/Sit in a Stationary position 50% of his/her time.

Employee must be able to use his/her hands to operate, activate, use, prepare, inspect, place, detect and position a computer and other office equipment.

Employee must be able to climb stairs, stoop, kneel, bend, walk and run to perform his/her job.

Employee must be able to talk/hear, communicate, detect, converse with people, convey, exchange information to perform his/her job.

Employee must be able to see to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate and assess to perform his/her job.

Employee must be able to smell to detect, distinguish and determine odors to perform his/her job.

Employee must be able to carry weight to move, transport, position, put, install and remove items/people to perform his/her job.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Employee's Signature

Date

Department Head Signature

Date