DEPUTY SHERIFF

A passing score of 70% or higher on a Civil Service Deputy test is required to be considered for this position.

DEFINITION:

This is field contact and general duty law enforcement work, after successful completion of probationary deputy sheriff status, that involved the enforcement of state laws, execution of court orders, control of prisoners confined to the county jail, and handling of civil process.

Employees are responsible for service of civil process and criminal warrants, investigation of crimes, incidents, or accidents, and performing other duties as law enforcement officers and agents of the court. These duties may include anything from litter complaints and animal calls to criminal investigations and the transport of deceased persons. Employees may be assigned by the Sheriff to specific phases of the work in the department but are subject to call at any time for investigation of crimes or accidents within the county. Work is performed under the close supervision of a Sheriff's office supervisor, who instructs and advises employees on special problems, although employees must use considerable independent judgment and initiative in carrying out normal assignments. All deputies must have successfully completed Alabama minimum standards P.O.S.T. approved academy and Tuscaloosa County Sheriff's Office field training officer program.

EXAMPLES OF WORK PERFORMED: (All duties listed may not be found in each position, nor does the list include all tasks which may be assigned to position in this class).

- Serves summons, warrants, subpoenas, eviction orders and other legal orders issued by courts.
- Appears in court and furnishes evidence and testifies.
- Transports prisoners and insane persons to state institutions; controls prisoners while they appear in court; goes after and transports extradited suspects; acts as a detention officer when assigned.
- Transport deceased persons to or from the proper facility in Tuscaloosa or Montgomery.
- Answers calls of crimes, disturbances and accidents, conducts investigations and makes arrests; patrols within the county; inspects clubs, taverns, dances and places of assembly where disturbances may occur.
- Participates in raids on suspected narcotics, gambling or illegal operations.
- Serves election notices and distributes ballot boxes.
- Answers calls and assists in floods, fires and other emergencies within the county.
- Performs related work as required.
- Will perform tasks as per Tuscaloosa County Sheriff's Office Procedural General Orders and Jail Operations policy.
- All other duties as assigned.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

- Working knowledge of modern approved principles, practices and procedures of law enforcement.
- Working knowledge of state civil and criminal code and of legal terminology and court procedures.
- Ability to learn laws and procedures pertaining to the work of the Sheriff's Office and to apply them to specific work situations.
- Ability to deal tactfully with the public and to enforce laws and court orders firmly, but courteously.
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action.
- Ability to work irregular hours and under varying circumstances.
- Will perform tasks as per Tuscaloosa County Sheriff's Office Procedural General Orders and Jail Operations Policy.
- Will meet physical fitness requirements of the Tuscaloosa County Sheriff's Office as stated in Procedural General Orders.
- Must demonstrate proficiency in the use of a pistol, shotgun, and other weapons or equipment that may be assigned or personal equipment used as per Tuscaloosa County Sheriff's Office Procedural General Orders.

QUALIFICATIONS:

- Must have and maintain a valid Alabama Driver's License
- Standard High School Diploma, Advanced High School Diploma, or GED required
- Some experience in law enforcement or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Must have successfully completed the requirements of probationary Deputy Sheriff

ADDITIONAL REQUIREMENTS:

- Completion of Police Officer Training Course recognized by the Alabama Peace Officer Standards and Training Commission. Must have successfully completed the Field Training Officer's Course and one-year probationary period.
- Will abide by all Procedural General Orders and Jail Operations Policy.