

**GARRETT COUNTY GOVERNMENT**  
**JOB DESCRIPTION**

**JOB TITLE:** Deputy Sheriff  
**DEPARTMENT:** Garrett County Sheriff's Department  
**REPORTS TO:** Sheriff of Garrett County  
**FLSA STATUS:** Non-Exempt

**SUMMARY:** This is a limited supervisory position involving public safety, law enforcement, and court servicing work under the general directions of the Corporal. It may involve the supervision of other deputies on a shift and the performance of certain administrative duties. In addition, a Deputy First Class performs the same duties as a Deputy and other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In the absence of a senior officer, has the responsibility for the supervision of the shift to which he is assigned including the supervision of other Sheriff's Department personnel assigned to that shift, does related work as required.

1. Patrols the County in the capacity of a public safety officer.
2. Investigates traffic accidents and crimes in a timely manner.
3. Seeks to prevent crime, apprehends law violators, and renders assistance to citizens.
4. Coordinates activities with other law enforcement agencies as necessary.
5. Keeps records and prepares reports as directed.
6. Performs all other duties of a Deputy Sheriff.
7. Other duties may be assigned

**QUALIFICATIONS:**

- ❖ High school graduate
- ❖ Successful completion of recognized police schools or training is desirable.

**EXPERIENCE and/or EDUCATION:**

1. Thorough knowledge of public law and court procedures.
2. Supervise the activities of other law enforcement officers.
3. Physical and mental condition must be in accordance with metropolitan life scale. (i.e.; weight proportionate to height)
4. Ability to deal with the public in a courteous, but firm manner, always maintaining the dignity of the law enforcement profession.
5. Ability to hold composure and exercise good judgment in times of stress.
6. Thorough knowledge of County geography, devices, and equipment used in police work.
7. Must serve as an exemplary example to subordinates.
8. Other duties may be assigned.

**LANGUAGE SKILLS:**

Must have sufficient language skills to:

1. Communicate with other public safety entities both directly and via radio and telephone.
2. Communicate with general public in both daily and emergency situations.

3. Communicate in large group settings, including press releases, public information reports and public relations presentations.
4. Communicate with other staff, both inside and outside the department.

**MATHEMATICAL SKILLS:**

General math ability

**REASONING ABILITY:**

Must be able to make reasonable and sound judgments during emergency conditions. Must be able to manage emergency resources beyond routine expectations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver's License

Certified First Responder

**PHYSICAL DEMANDS:**

- ❖ Must be in good general physical condition and be able to successfully perform the essential functions of this job.
- ❖ Must have the ability to perform under stressful situations and work extended hours if needed.
- ❖ Must be able to sit and/or stand for extended periods.

**WORKING ENVIRONMENT:**

Law enforcement work by its very nature is extremely hazardous. You are called upon to risk your life, if necessary. Shift work, 24 hours a day, 7 days a week, 365 days a year, someone sworn to uphold the law must be on duty to respond to calls from the public for assistance. A Deputy does not work around the clock or weekends, however, is responsible for those who do. Performs administrative duties, but still has the same hazards to deal with at any given time when the situation calls for his presence. High stress. Faced with life/death situations at any given time.