

# NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

06/13/16

## DEPUTY SHERIFF

Northampton County is accepting applications for a Deputy in the Sheriff's Office in Jackson, N.C. This individual will perform law enforcement work in protecting the lives, property and rights of citizens.

The Deputy will perform law enforcement duties related to patrolling and civil paper processing. Work includes accountability for a region of the County during a shift in a patrol car; preventing detecting and investigating disturbances and crime; assisting victims; performing traffic control work; apprehending suspects, testifying in court; and executing related assignments.

**Requirements:** The individual must be able to perform heavy work and possess the visual acuity to perform mechanical tasks. Must possess a valid North Carolina driver's license.

**Education:** Completion of high school and some law enforcement training or experience preferred. Possession of a Basic Law Enforcement Certificate required.

Grade 66 - Normal Hiring Range: \$31,589 to \$33,188

**OPEN UNTIL FILLED**

See website for complete job description

**[NORTHAMPTON COUNTY APPLICATION REQUIRED](#)**

Available @ [www.northamptonnc.com](http://www.northamptonnc.com)

Apply at the Northampton County HR Department  
107 Thomas Bragg Drive  
or mail application to:  
PO Box 367, Jackson NC 27845

*Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens.  
Northampton County Is A Drug-Free Workplace.  
All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.*

# **Deputy Sheriff**

## **General Statement of Duties**

Performs general duty law enforcement in protecting the lives, property and rights of citizens of Northampton County.

## **Distinguishing Features of the Class**

Employees in this class perform a variety of law enforcement duties related to patrolling, civil paper processing, and educating citizens. Work includes accountability for a geographic region of the County during a shift in a patrol car; preventing detecting and investigating disturbances and crime; assisting victims; performing traffic control work; apprehending suspects, testifying in court; and executing related assignments. Duties also include serving criminal court papers such as warrants and subpoenas as well as receiving and serving civil process papers such as civil summons and executions. Employees must exercise judgment, initiative and the ability to easily control and diffuse explosive, complex situations in the direction of or in conjunction with the Deputy Sheriff III. Work involves frequent public contact which requires tact, firmness and decisiveness. Work is performed in accordance with Departmental policy and state and federal laws. Work is often performed under stressful emergency conditions and frequently involves personal hazards. The employees are subject to hazards associated with law enforcement including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as exposure to atmospheric conditions, noise, vibration and physical conditions. Employees are also exposed to blood borne pathogens, diseases and deplorable living conditions. Work is performed under the direct supervision of the Deputy Sheriff III and is evaluated through observation, review of reports, and discussion concerning how particular incidents or activities are addressed.

## **Duties and Responsibilities**

### **Essential Duties and Tasks**

- Patrols a geographic region of the county to detect and deter crime; responds to calls for assistance; conducts preliminary investigations of crimes and complaints; transports prisoners and mental patients; detects unusual conditions; and may maintain surveillance and observation for stolen cars, missing persons or suspects.
- Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior, and other needs; completes calls by determining the true nature of the situation and initiating appropriate legal or persuasive action.
- Serves criminal papers such as warrants, subpoenas, notices of hearing, order of forfeiture and commitment papers; locates people to serve papers, explains briefly the meaning of the papers being served and makes arrests when necessary.
- Serves civil process papers such as civil summons, magistrate summons, and notice of rights, subpoenas and court orders dealing with child support, child custody and domestic violence; explains briefly the meaning of the papers served.
- Serves executions, eviction and foreclosure notices; researches records for verification of real and personal property; collects money on executions, and completes daily reports.
- Advises the public on laws and local ordinances; provides information to general public.
- Regulates and directs vehicular traffic at busy times or when traffic signal malfunction or accidents require; maintains order at public gatherings.
- Operates a radio to receive instructions and/or report information.
- Serves as bailiff during district and superior court; maintains court security; transports inmates between the jail and courtroom; opens court; maintains order in the courtroom; assists in swearing jurors and witnesses; directs jurors and closes court.
- Prepare records and reports on activities.

### Additional Job Duties

Performs related duties as required.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills and Abilities

Working knowledge of the operations, functions, procedures and legal processes of the Sheriff's Office.

Working knowledge of the state and federal laws, local ordinances and policies relating to arrest, search and seizure and traffic control.

Working knowledge of law enforcement principles, practices, methods and equipment.

Working knowledge of the criminal and civil papers issued by the courts and the practices involved in serving them.

Some knowledge of scientific crime detection and criminal identification methods and procedures.

Working knowledge of the geographic layout of the County as to locations of roads, important buildings and other landmarks.

Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.

Ability to act with sound judgment in routine and emergency situations.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with co-workers, subordinate staff and the general public.

#### Desirable Education and Experience

Completion of high school and some law enforcement training or experience preferred.

Possession of a Basic Law Enforcement Certificate.

#### Physical Requirements

Must be able to perform the basic life operational functions stooping, kneeling, crouching, standing, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform very heavy work, exerting in excess 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to perform extensive reading.

#### Special Requirements

Possession of a valid North Carolina driver's license.

Before assignment of sworn duties, must have completed requirements established by the North Carolina Criminal Justice Training and Standards Council for certified law enforcement.