Deputy Sheriff II - Judicial

Job Description

Department: Sheriff
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Sergeant - Enforcement

Summary
Under the general direction of a Sergeant-Enforcement, performs court security services and/or assigned law enforcement activities. Incumbents in this classification are required to have relevant experience and/or higher education completed.

Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Transport inmates and/or criminals to the Utah County Security Center or the courts.
2. Provide security for Judges and individuals in the court room; observe, arrest, and detain persons who may pose a threat to judges, personnel, and the public.
3. Provide security for court facilities including the Provo 4th District Court and Juvenile Court; monitor alarm systems; patrol interior and exterior of facilities; monitor building entrances; monitor video surveillance cameras; alert roving deputy as needed; coordinate movement within building; report safety and security hazards.
4. Respond to emergency situations; provide CPR and First Aid.
5. Screen all persons entering the court for weapons and contraband using magnetometer, x-ray machine, hand wand, or cursory search.
6. Serve civil warrants and court papers including summons, order to show cause, subpoenas, and serve felony and misdemeanor warrants throughout the county as required by federal, state, and local statutes.
7. Record court papers to be served in a timely manner, including summons, order to show cause, subpoenas, warrants, take in custody, and all other due process documents.
8. Make warrant and warrantless arrests, as assigned, throughout the county.
9. Serve all types of civil process including but not limited to summons, orders to show cause, subpoenas, notices, orders, etc.; enforce all types of court orders including but not limited to evictions, child pickup orders, writs, property seizures, etc.
10. Respond to questions, complaints, and requests for assistance from the public.

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Safety Sensitive: Yes
DOT: No
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11. Prepare various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and policy and procedure requirements.
12. Coordinate activities with other divisions, departments, and outside agencies.
13. Appear in court and before other quasi-legal bodies and give testimony regarding investigations, arrests, and other information.
14. Provide security for county facilities including the state and county regional government complex as needed.
15. Conduct court support activities; open court sessions; summon cases, announce case and name of defendant; maintain records.
16. Ensure the safety and judicial integrity of the courtroom setting by performing bailiff duties; provide security for judge and patrons; control movement within the courtroom; may escort victims and witnesses.
17. Assist in training new personnel.
18. Assist with supervisory duties in the absence of the assigned Sergeant - Enforcement.
19. Assist with in-state and out-of-state extraditions.
20. Assist with high-risk fugitive apprehension throughout the county and state.
21. Exemplify the desired culture and philosophy of the organization.
22. Work effectively as a team member with members of management and staff.

Knowledge, Skills, and Abilities

- Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of the Code of Conduct for a Utah County Deputy
- Knowledge of civil and criminal law and regulations pertaining to court procedures
- Knowledge of geography of Utah County
- Skilled in the use of firearms and police equipment
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in reading, writing, and basic math
- Skilled in word processing, data entry, and basic programs
- Skilled in analytical problem solving
- Skilled in document composition and maintaining files, records, and reports
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to defuse or control hostile situations
- Ability to make rapid and sound decisions and solve problems under pressure
- Ability to communicate effectively verbally and in writing
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to coordinate multiple tasks efficiently

Supervisory Responsibility
This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment
This job operates in a professional office environment. This position regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset. Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases. This job occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, mobile radio, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, color vision, and ability to adjust focus. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee is required to type, file and lift supplies up to fifty (50) pounds. The employee may intermittently restrain individuals weighing two hundred (200) pounds or more. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work
To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. Shift work, occasional evening, and weekend work may be required as job duties demand.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Requirements for Internal Applicants (current Career Service employees)
1. High school diploma or equivalent (GED).
2. One (1) year of work experience in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer.

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3. Applicants must possess either current Utah Law Enforcement Officer or current Corrections Officer certification issued through the Utah State Peace Officer Standards and Training (POST) Agency to compete for selection to a position in this classification. If selected, applicants qualifying with Corrections Officer certification must obtain Law Enforcement Officer certification through POST within the first twelve (12) months in position. County employees being reassigned or transferred without being on a register must possess Law Enforcement Officer certification upon reassignment or transfer.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah Driver's License within sixty (60) days of employment.

Requirements for External Applicants

1. High school diploma or equivalent (GED).
2. One (1) year of work experience in the capacity of a certified Law Enforcement Officer
3. Applicants must possess current Utah Law Enforcement Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah Driver's License within sixty (60) days of employment.

Additional Eligibility Qualifications

1. Incumbents are required to maintain POST certification and successfully complete required annual training.
2. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
3. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

   Note: Requirements for obtaining Law Enforcement Officer or Corrections Officer Certification through POST include being twenty-one (21) years of age, being a United States citizen or a lawful permanent resident who meets the requirements of Utah Code 53-6-203, and the ability to meet the required fitness levels of the Modified Cooper Single Norm Assessment Test.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.

3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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