



Deputy Sheriff I - Judicial

Job Description

Department: Sheriff
Position: Career Service
Grade: 723
Supervisory: No
Reports to: Sergeant - Enforcement

Summary

Under close to general supervision of a Sergeant - Enforcement, performs entry level court security services and/or assigned law enforcement activities.

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. 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.
7. Serve civil warrants and court papers including summons, order to show cause, subpoenas, and felony and misdemeanor warrants at assigned facilities as required by federal, state, and local statutes.
8. Make warrant and warrantless arrests at assigned facility or as required.
9. Respond to questions, complaints, and requests for assistance from the public.
10. Prepare various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and policy and procedure requirements.
11. Coordinate activities with other divisions, departments, and outside agencies.
12. Appear in court and before other quasi-legal bodies and testify regarding investigations, arrests, and other information.

For Office Use Only

Job Code: 4012
Job Title: Deputy Sheriff I - Judicial
FLSA: Non-Exempt
Effective Date: 1/18/2025
Public Safety: Yes

Worker's Compensation: County
Background Level: Sworn
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

13. Provide security for County facilities, including the State and County regional government complex, as needed.
14. Exemplify the desired culture and philosophy of the organization.
15. 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 Utah County Deputy Code of Conduct
- Knowledge of civil and criminal law and regulations pertaining to court procedures
- Skilled in the use of firearms and police equipment
- Skilled in reading, writing, and basic math
- Skilled in Microsoft Office Suite and data entry
- 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 coordinate multiple tasks efficiently
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment

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 who 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.

For Office Use Only

Job Code: 4012
Job Title: Deputy Sheriff I - Judicial
FLSA: Non-Exempt
Effective Date: 1/18/2025
Public Safety: Yes

Worker's Compensation: County
Background Level: Sworn
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

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, ability to adjust focus, and ability to distinguish between different shades of color and patterns. The employee is required to type, file, and lift supplies up to fifty (50) pounds. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. 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.

Required Education and Experience

1. High school diploma or equivalent.

Additional Eligibility Qualifications

1. Incumbents must possess or obtain Law Enforcement Officer (LEO) certification through the Utah State Peace Officer Standards and Training (POST) Agency within the first twelve (12) months in position. County employees being reassigned or transferred to this classification must possess or obtain certification in the first six (6) months of being reassigned or transferred to this classification.
2. Incumbents are required to maintain POST certification and successfully complete required annual training.
3. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
5. Incumbents must possess and maintain CPR and first aid certification.
6. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

For Office Use Only

Job Code: 4012

Job Title: Deputy Sheriff I - Judicial

FLSA: Non-Exempt

Effective Date: 1/18/2025

Public Safety: Yes

Worker's Compensation: County

Background Level: Sworn

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

7. 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 _____

For Office Use Only

Job Code: 4012
Job Title: Deputy Sheriff I - Judicial
FLSA: Non-Exempt
Effective Date: 1/18/2025
Public Safety: Yes

Worker’s Compensation: County
Background Level: Sworn
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor