



PATRICK J WHITEFORD
SHERIFF

COUNTY OF KALKASKA
OFFICE OF THE SHERIFF
P. O. Box 1119 – 605 North Birch Street
KALKASKA, MICHIGAN 49646
(231) 258-8686

DAVID L. WAGNER II
UNDERSHERIFF

DEPUTY SHERIFF

(Temporary beginning December 2018 for approximately 1 year)

GENERAL SUMMARY

Primary functions of the job are to enforce laws, respond to emergency calls, patrol highways, inspect for illegal behavior, and assist other law enforcement agencies. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. May be required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Protects citizens, fellow officers and self from injury from violent encounters. Patrols assigned area, enforcing traffic laws, preventing law violations, observing and inspecting persons and property for potential illegal or hazardous activity or conditions, and responding to complaints, situations, or requests from persons requiring assistance.
- Responds to calls for service in an assigned area within the County, enforcing applicable laws and ordinances.
- Issues citations and warnings to violators and apprehends, and arrests persons suspected of violating the law.
- Assists stranded, distressed, or injured motorists.
- Appears on the scene of accidents, disturbances, or unusual events to direct traffic flow, restrain spectators, collect and preserve evidence, and remove road hazards.
- Observes traffic, persons, buildings, and surrounding areas to detect unusual conditions, suspicious persons and activities, and to identify situations requiring further investigation and action.
- Operates a variety of items of equipment, such as radar speed measuring devices, weapons, breath testing equipment, computers, radios, cameras, tools, lighting equipment, fire extinguishers, jumper cables, and/or other applicable items.

- Conducts investigations of alleged or suspected criminal activity in response to complaints received or information developed in the course of activities; interviews complainants, witnesses, suspects, and others who may have knowledge of a crime in order to obtain facts and information; observes and inspects crime scenes to evaluate the crime and collect and preserve physical evidence; makes initial determinations of investigative actions; searches persons, vehicles and properties to locate and collect evidence of crimes; marks, packages, and preserves evidence collected.
- Effects lawful arrests of suspected criminals by taking them into physical custody, subduing or restraining, searching, explaining reason for arrest, advising them of their constitutional rights, and transporting them to the Sheriff Office or jail for further processing.
- Appears in court to give evidence and testimony as to the facts surrounding cases being tried.
- Confers with prosecutors and explains circumstances of crimes, evidence, facts, and conclusions in order to obtain needed warrants.
- Provides public relations and educational services to groups of interested parties in areas such as traffic safety, fire prevention, drugs and narcotics, and applicable programs and policies.
- Prepares daily reports, incident reports, subpoenas, warrants, protection orders, mental pick-up orders, and/or other related documents.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High School Diploma or G.E.D - Associate's Degree in law enforcement, criminal justice, social sciences, public management or related field preferred
- No experience required
- Related experience may substitute for the college requirement if there is demonstrated knowledge, ability, and skills to perform the work
- Graduate of MCOLES approved police academy or equivalent

CERTIFICATIONS, LICENSES (minimum requirements)

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to drive as per the Sheriff Office Vehicle policy.
- (MCOLES) Michigan Commission On Law Enforcement Standards Certification or Certifiable

DISTINGUISHING CHARACTERISTICS

- Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operation requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could lead to the loss of life or major harm or life impairment.
- Compared to the Sergeant, Patrol classification, this job does not have supervisory responsibilities.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Will be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; see; talk and hear; smell; use hands to manipulate, handle, or feel, walk, run, move laterally and forward and back, walk and/or run on varying terrains;
- Will be required to demonstrate proficiency in firearms used by the Office and will be required to qualify annually.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in extreme heat and cold (not weather related), close quarters, high and precarious places, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases, criminal suspects or prison inmates.
- May frequently be required to lift/move over 100 pounds.
- May be required to apprehend, subdue, and move persons who are in various conditions, size, and abilities.
- Must be able to work all shifts, weekends, and holidays for this 24-hour operation and be able to work
- Mandatory overtime.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of lifesaving and first aid methods and techniques
- Knowledge of criminal justice procedures
- Knowledge of self-defense techniques
- Skilled in interviewing and interrogating suspects
- Skilled in the use of firearms
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Ability to explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files
- Ability to maintain composure during stressful situations
- Ability to subdue and restrain individuals
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently

COMPENSATION

WAGE: \$16.32 Starting Hourly Rate

HOURS: 80 hours Bi-Weekly; Shift Work Required; Must be able to work any day of the week, any shift, and any holiday.

UNION: Police Officers Labor Council (P.O.L.C.)

HEALTHCARE: BCBSM (partial employee premium contribution)

DENTAL: Delta Dental

PENSION: MERS Defined Benefit with Employee Contribution