

HARRISON COUNTY, TEXAS
Human Resources Department
Internal/External JOB Openings

Deputy Sheriff

DEPARTMENT:	SHERIFF'S OFFICE
DATE POSTED:	OPEN
Closing Date:	OPEN
GENERAL PURPOSE: Performs patrol duties and responds to calls for service; enforces criminal and traffic laws; assists with criminal investigations; provides prisoner and/or mental health transport; prepares and maintains law enforcement records; and performs other related duties as assigned.	
EDUCATION AND EXPERIENCE: High School Diploma or equivalent, and two years law enforcement experience; OR an equivalent combination of education and experience.	
REQUIRED LICENSES OR CERTIFICATIONS: Must possess a valid Texas Driver's License; Peace Officer Certification, and Depending on area of assignment, other specialized certifications may be required.	
Complete Job Description attached.	
Your completed application may be submitted online at www.harrisoncountytexas.org or emailed to hrrassist@co.harrison.tx.us if delivered or mailed: HUMAN RESOURCES, 200 W. Houston, Room 328, Marshall, TX. 75670 or faxed to 903-935-4800. All resumes and other forms may be submitted if mailed, delivered or faxed, otherwise they will be submitted at interview. Please allow a minimum of 2 weeks for the selection process.	
Eligible for Benefits:	Vacation, Sick Time, Insurance, Holidays, Retirement
Hours of work:	40 hrs. a week
Rate of Pay:	Based on experience
The County of Harrison is an Equal Employment Opportunity Employer Promoting a Drug & Smoke-Free work environment	

AN APPLICATION IS REQUIRED FOR ALL POSITIONS.

**Harrison County
Job Description**

DEPUTY SHERIFF

Department: **Sheriff's**
Revised Date: **April 2007**

Class Code: **3106**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Performs patrol duties and responds to calls for service; enforces criminal and traffic laws; assists with criminal investigations; provides prisoner and/or mental health transport; prepares and maintains law enforcement records; and performs other related duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates in patrol, traffic enforcement, calls for service, emergency response, crime investigation, and/or other assigned departmental activities.
- Provides for the protection, safety, and security of the County's residents and property.
- Interacts with and provides assistance to the public; promotes positive community relations.
- Patrols assigned residential, commercial, and/or other designated areas within the County.
- Monitors for, identifies, and provides assistance in deterring criminal activity.
- Enforces local, State, and Federal laws; apprehends and arrests offenders.
- Responds to emergency and routine calls for service including but not limited to accidents, fires, domestic complaints, criminal offenses, and loose livestock.
- Conducts traffic enforcement duties; monitors for speeding, expired registrations, and unsafe driving; issues traffic warnings and citations; assists stranded motorists.
- Inspects overweight vehicles for compliance with County road permit requirements.
- Provides assistance with criminal investigations; follows up on cases and complaints.
- Serves and/or files citations, warrants, and subpoenas as required.
- Attends and participates in court proceedings; provides legal testimony.
- Prepares and maintains a variety of departmental records, reports, and documentation.
- Provides assistance in transporting prisoners and/or mental patients as assigned.
- Performs other specialized duties relative to area of assignment as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent, and two years law enforcement experience; OR an equivalent combination of education and experience.

JOB DESCRIPTION
Deputy Sheriff

Required Licenses or Certifications:

- Peace Officer Certification is required.
- Must possess a valid Texas Driver's License.
- Depending on area of assignment, other specialized certifications may be required.

Required Knowledge of:

- Principles and practices of law enforcement.
- Regulations, codes, and standards governing law enforcement operations.
- Occupational hazards and safety practices relative to law enforcement work.
- Law enforcement equipment, vehicles, and weaponry.
- Departmental records, reports, and documentation.

Required Skill in:

- Performing and participating in a variety of law enforcement duties.
- Providing for the safety and security of the community.
- Safely operating and maintaining law enforcement equipment and vehicles.
- Preparing and maintaining accurate departmental records and reports.
- Establishing and maintaining effective working relationships with others.

Physical Demands / Work Environment:

- Work is performed in a law enforcement environment.
- Subject to standing, walking, operating law enforcement vehicles, utilizing firearms, and occasional lifting of objects up to 200 pounds.
- Exposure to variable weather conditions, hazardous chemicals/materials, infectious diseases, blood borne pathogens, and armed/dangerous offenders is involved.