

Morgan County VACANCY ANNOUNCEMENT

POSITION:	SHERIFF'S DEPUTY PATROL
DEPARTMENT:	SHERIFF

Application Requirements:

Please submit **FULLY COMPLETED** application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

Morgan County Sheriff Office
801 E. Beaver Ave.
Fort Morgan, CO 80701

SALARY: \$3045.00 per month (Salary based on experience)

Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan

VACANCY CLOSING DATE: Open until filled

APPROXIMATE STARTING DATE: As Soon As Possible

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

MORGAN COUNTY POSITION DESCRIPTION

TITLE <u>Sheriff's Deputy</u>	GRADE <u>5</u>
DEPARTMENT <u>Sheriff</u>	DIVISION <u>Public Safety</u>
EXEMPT/NON-EXEMPT <u>Non-exempt</u>	REVISED <u>October 2016</u>

GENERAL STATEMENT OF DUTIES:

Patrol assigned area within Morgan County to detect and/or deter illegal activities and to preserve and protect the security and safety of the people of Morgan County.

ESSENTIAL JOB FUNCTIONS:

- ◆ Initial responder to calls for service including medical emergencies.
- ◆ Initial crime scene investigation, crime scene processing, including latent fingerprints, photography, measurements, and interviewing.
- ◆ Civil and criminal process, warrants and other court orders as required.
- ◆ Establish traffic surveillance, observe and detect traffic violations under the state traffic laws for the planned reduction of fatalities, violations, etc., in and about the Morgan County area.
- ◆ Prepare and issue necessary summons and citations required to charge individuals with specific violations of local, State and Federal statutes, laws and ordinances, and to place into reports a complete and concise record, for the District Attorney's office, and for evidence in courts of law.
- ◆ Assist in counseling juvenile offenders, act as a liaison in community relations programs, and with civic clubs and/or schools.
- ◆ Assist other agencies of law enforcement in completing their assigned functions.
- ◆ Basic vehicle maintenance on assigned vehicles. Keeps vehicle clean and reports any repair or maintenance needs to his/her immediate supervisor.
- ◆ Properly briefs personnel of current situations, including calls pending.
- ◆ Any other duties as may be assigned by the Sheriff or his designee.

SUPERVISION RECEIVED:

Reports directly to Division Sergeant.

ESSENTIAL JOB SKILLS:

- ◆ Knowledgeable in the areas of public relations.
- ◆ Knowledge of Colorado Revised Statutes.
- ◆ Complete knowledge and understanding of the department policies and procedures.
- ◆ Should be familiar with Morgan County and counties directly adjacent to Morgan County.
- ◆ Communicate clearly and concisely, both orally and in writing.

QUALIFICATIONS

- ◆ Minimum of 21 years of age.
- ◆ Ability to keep accurate records.
- ◆ Possess a high school diploma or equivalent.
- ◆ Be Colorado Law Enforcement Training Academy certified.
- ◆ Possess a current Colorado Drivers License.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700, IS-100, & IS-200 within 6 months of hire.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 25 pounds.
- ◆ MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.

- ◆ DEXTERITY - Frequent* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ DRIVING - Individual must be able to operate a motor vehicle.

*Occasionally: Activity exists less than 1/3 of the time.

*Frequently : Activity exists between 1/3 and 2/3 of the time.

*Constantly : Activity exists more than 2/3 of the time.

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Employee Signature:	Date:
Human Resources:	Date: