



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### DEPUTY SHERIFF

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs responsible protective service work in the Sheriff's Department ensuring courtroom safety and transporting inmates; does related work as required. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, crouching, reaching, climbing, balancing, kneeling, crawling, feeling, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Ensuring courtroom and courthouse security; enforcing courtroom rules and regulations; transporting inmates; serves civil papers; serves capias.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Ensures safety of judge and individuals in the courtroom through observation of behavior;

Enforces courtroom rules and regulations;

Conducts building security checks; screens incoming people, personal items, etc.;

Searches courtroom for weapons or objects that may cause harm to judge and court attendees; sets up video equipment for hearings;

Searches prisoners to be escorted to courtroom;

Escorts prisoners from lock-up to courtroom and back; applies restraints as needed;

Carries objects for visiting judges into the courtroom;

Completes financial statements for those needing an attorney;

Serves subpoenas, warrants, orders of arrest and other official court papers, both criminal and civil; executes eviction notices;

Assists Clerk of Court with transfer of files to and from courtroom;

Transports prisoners to other jurisdictions;

Supports Police Department on calls for service, escorts and traffic controls when needed, radar and enforcement of traffic laws;

Makes arrests and testifies in Court; prepares reports;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of courtroom security methods, practices and procedures; general knowledge of courtroom rules and regulations; some knowledge of police methods, practices and procedures; some knowledge of the geography of the County and location of important buildings; some knowledge of the rules and regulations of the Sheriff's office; ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to

deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action; skill in the use of firearms and the operation of motor vehicles; possession of physical agility and endurance.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and some law enforcement, civil process and/or court security experience.

**SPECIAL REQUIREMENTS:**

Possession of certification by DCJS in law enforcement/court security, civil process and FAA certified to transport by aircraft. Must meet and maintain all departmental requirements for the position.