

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: **CIVIL DEPUTY, SHERIFF**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional level law enforcement civil duties and tasks including proper service, knowledge of Fieri Facias, Sheriff's sales, daily school traffic control, bailiff duties, transportation of inmates, TPO service and knowledge of executing Writ of Possessions, enforce laws, and maintain order.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Serves Court Summons, Statement of Claims, Subpoenas, eviction notices, and restraining orders.

Ensures the safety of judges, attorneys, court staff, and the public; monitors court proceedings to prevent disturbances or violence. Escorts detainees to and from court or other facilities.

Participates in civil division activities; operates a police vehicle; receives and responds to Civil service calls including Judge ordered Temporary Protection Orders or escort to property situations; investigates suspicious circumstances; enforces traffic laws; controls hostile situations; and arrests violators.

Assists with non-emergency law enforcement duties; assists motorists; works traffic control; provides escorts; serves warrants and subpoenas; provides information and directions to citizens; assists with animal control activities when needed at service address; provides security in all courts.

Performs tasks involving the court system; provides testimony in court proceedings as necessary; serves as bailiff in court proceedings; serves civil papers.

Completes administrative and technical tasks in support of the daily operations of the department; prepares various reports and related documents; inspects police vehicles for proper operation; performs minor vehicle maintenance and repair tasks.

Operates a personal computer, phone system, fax machine, copier and other equipment as necessary to complete administrative functions; utilizes various law enforcement equipment including a patrol car, camera, two-way radio, communication equipment, firearms, and restraint equipment to complete essential law enforcement activities.

ADDITIONAL FUNCTIONS

Performs duties related to special assignments as appropriate.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; 3 to 5 years of experience in a civil position; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license and Georgia Peace Officer certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of standing, climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy to heavy objects and materials (20-250 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Most tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards, animal/wildlife attacks, animal/human bites, firearms, chemicals, violence, disease, or rude/irate customers, suspects, victims, or criminals.

Lee County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.