**Job Description – Deputy Sheriff**

Chase County Sheriff’s Office is seeking a Deputy Sheriff:

This is a full-time non-exempt position with overtime paid. Starting pay will be $20/hour for non-certified applicants or for certified applicants, as determined by the Sheriff with prior experience.

Applicants must fully complete a truthful application, complete a polygraph exam, and pass a background screening, a psychological exam for non-certified applicants, and a drug/alcohol test.

This position is open until filled. Applications are available on the Chase County, Kansas website at [www.chasecountyks.com](http://www.chasecountyks.com/) or can be picked up in person at the Chase County Clerk’s Office located at 300 Pearl St, Cottonwood Falls, KS 66845.

Chase County is an Equal Opportunity Employer and strongly encourages women, minorities, individuals with disabilities, and veterans to apply to all of our career openings.

JOB SUMMARY:

Deputies will assist in all aspects of the operations of the Chase County Sheriff’s Office; including all duties of the service of the process of the courts, criminal and traffic law enforcement, and any other tasks assigned by the Sheriff to promote public safety.

PRIMARY DUTIES:

1. Perform the statutorily prescribed law enforcement duties of the Sheriff’s Office: Enforcement of federal and state laws and Chase County resolutions, arresting or issuing citations to individuals violating such laws or resolutions. Investigating complaints and reports of Motor Vehicle Accidents and other incidents; identifying and collecting evidence found at crime scenes and documenting the same. Appear in

Court to provide testimony as needed.

2. Legibly prepare departmental reports and other documentation, completely, accurately, and in a timely manner.

3. Respond to and handle citizens’ concerns and complaints and other public relations duties in a compassionate, professional manner.

4. Pass on to other officers the skills and information you have that will assist them in the professional performance of their duties; either informally or at shift change briefings or in formal training sessions.

5. Recognize and report any violations of County or Sheriff’s Office policies and procedures observed, and investigate and document same, as assigned by the Sheriff.

6. Take advantage of every opportunity to enhance professional knowledge and skills by attending training, studying on your own, and learning from others with specialized skills and expertise as opportunities arise.

7. Show up for work on a regular and predictable basis as scheduled.

INTERMITTENT DUTIES:

1. Must attend 40 hours of approved training every year from among the training opportunities identified and approved by the Sheriff.

2. Must, on occasion, responsibly and professionally handle large sums of cash; and on intermittent occasions independently expend budgeted funds for vehicle maintenance, supplies, and travel expenses.

3. Must be able to demonstrate consistent interpersonal skills that will enable them to relate professionally with the public and other County and Sheriff’s Office employees.

4. Must be able to spend lengthy periods in an automobile, subject to working in all weather conditions with occasional extended periods of exposure to inclement weather.

5. This position requires the ability to work shifts. Applicant must be willing to respond to call-out situations and schedule changes subject to short notice.

6. Must be willing to respond to high-risk situations including exposure to life-threatening situations.

7. Must be able to complete short periods of very high-intensity physical exertion.

8. Must possess sufficient visual acuity to read, write, and operate office equipment. Requires sufficient hearing capability to be able to deal effectively with the public and others directly or via telephone or radio equipment.

BASIC REQUIREMENTS:

1. The applicant must engender sufficient faith and confidence in the Sheriff to merit an appointment as a Deputy Sheriff.

2. The applicant must have reached their 21st birthday and have a valid driver’s license.

3. The applicant must have a high school diploma or GED.

4. The applicant must be able to read, write, and speak English fluently; the ability to speak a second language is desirable.

5. The applicant must be able to successfully complete the County employment application and pass exams including a drug screen and a psychological evaluation.

6. The applicant must be able to pass a background investigation, polygraph examination, and be able to obtain state certification as a Full-Time Law Enforcement Officer.

7. The applicant must not have been convicted of a crime that would constitute a felony under the laws of this state, a misdemeanor crime of domestic violence, or a misdemeanor offense that reflects on the honesty, trustworthiness, integrity, or competence of the applicant.

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FSLA).

Disclaimer: The above information in this announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employees assigned to this job.