

PART-TIME SHERIFF DEPUTY – COURT SERVICES

Jasper County

Part-Time Sheriff Deputy - Court Services

HOURLY/ BARGAINING UNIT/ NO BENEFITS

\$34.17 to \$39.25

REVISION DATE

September 26, 2024

Summary

The Court Services Sheriff Deputy performs responsible law enforcement duties in the protection of life/property through crime prevention/enforcement of laws and ordinances. This position works in all areas assigned to the Court Services Division and performs all appropriate duties to preserve the peace and security of those areas and other areas assigned.

Job Duties

- Operate magnetometer equipment in areas assigned to the Court Services Division as needed.
- Detects security issues and criminal activity with surveillance equipment in all areas assigned to the Court Services Division.
- Works with Judges, Attorneys, Court Personnel, and civilian state/county employees to preserve the peace and security of the areas assigned to the Court Services Division.
- Work assigned areas to execute operations plans.
- Follow the Jasper County Courthouse Security Plan as adopted by the Board of Supervisors and 5th Judicial District of the State of Iowa.
- Performs related duties.



Qualifications

EDUCATION/EXPERIENCE

- High school diploma or general education degree (GED)
- 10 years related work experience in the law enforcement field.
- Valid State of Iowa Driver License.
- Must be a certified peace officer in the State of Iowa or possess the ability to reobtain such certification within 6 months after the initial hire date.
- Must maintain the ability to meet current requirements set forth by the Iowa Law Enforcement Academy.
- Must meet all continuing education requirements and successfully complete all required recertification courses.

KNOWLEDGE/SKILLS/ABILITIES

- Employees must be able to act without immediate supervision/exercise independent judgment in meeting emergencies.
- Must possess excellent written and oral communication skills
- Ability to write routine reports and correspondence.
- Ability to speak effectively before an individual or a group of people.
- Must be able to define problems, collect data, establish facts, and draw valid conclusions from abstract and concrete variables to determine necessary actions, occasionally within a very short time frame.
- Knowledge of Federal, State and County laws.
- Knowledge of law enforcement procedures, statutes, legal precedents and the Code of Iowa.
- Knowledge of criminal, civil and constitutional law
- Knowledge of departmental policies and procedures.
- Ability to establish and maintain effective working relationships with department heads, elected officials, law enforcement personnel, representatives of other governmental agencies, the media, other County employees and the general public.
- Skill in operating computers and job-related software programs.



Supplemental Information

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- The work is typically performed while intermittently sitting at a desk or while intermittently walking stairs, sitting, standing, bending, crouching or stooping. A Deputy's duties range from periods of physical inactivity to situations requiring extreme physical exertion/exposure to danger.

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

Jasper County is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

