DEPUTY SHERIFF
5161
BAND 103

GENERAL PURPOSE

Under general supervision, maintains law and order; protects life and property; enforces laws and ordinances; patrols designated areas in patrol car and/or by foot patrol; serves court orders and process, provides court security.

SUPERVISION RECEIVED

Works under the general guidance and direction of assigned supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the enforcement of all federal and state laws, county ordinances, and departmental orders, rules, policies and procedures set forth by the Sheriff.

Patrols assigned area to enforce laws, deter and detect crime, investigate illegal or suspicious activities of persons, quell disturbances and arrest violators.

Patrols assigned area, observing traffic violations and issuing citations.

Responds to crime scenes to assist in the preservation and collection of evidence.

Assists fellow officers in competing their duties, including sharing information with others.

Prepares, processes, and/or transmits various reports including, but not limited to, incident reports, daily reports, arrest reports, burglary analysis sheets, accident reports, statements, victims forms and vice/narcotic lead sheets.

Conducts follow-up investigations.

Assists other public agencies in emergency situations.

Attends court to provide testimony and evidence, as needed.

Locates person to be served, using telephone directories, state, county and city records, or public utility records and delivers documents.

Assists motorists in various situations as needed.

Maintains weapons, vehicle service, and equipment in functional and presentable condition.

Maintains required level of proficiency in the use of firearms and evasive action and driving skills.

Provides non-confidential information to the general public.

Serves court orders and process, such as warrants, summonses, subpoenas, petitions, notices, rule to show cause, bench warrants, civil and other official papers, as required; records time and place of delivery.

May be certified to conduct Breathalyzer tests on persons suspected/accused of DUI/DWI.

Provides court security as needed, and transports prisoners to court as required; transports individuals to mental health facilities throughout the state; transports prisoners to hospital for medical attention; maintains custody of individuals while transporting.

Provides safety and crime prevention information to the public.

Regular and punctual attendance is essential and necessary to perform the essential duties and responsibilities required for this job. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

Performs other related duties as required.

ADDITIONAL ESSENTIAL REQUIREMENTS

Effectively conveys and receives ideas, information and directions; seeks to clarify and confirm the accuracy of their understanding of unfamiliar or vague terms and instructions; listens effectively; demonstrates good verbal and written communication.

Successfully works with others to achieve desired results; contributes to team projects; exchanges ideas, opinions; helps prevent, resolve conflicts; develops positive working relationships; is flexible, open-minded; promotes mutual respect.

Maintains fair work load; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications.

Develops realistic plans; balances short and long-term goals; uses time and resources effectively; prioritizes duties in a manner consistent with organizational objectives and emergencies; meets deadlines and follows through; requests assistance when necessary to complete duties.

Anticipates and prevents problems; defines problems, identifies solutions; overcomes obstacles; helps team solve problems.

Pursues goals with commitment and takes initiative eagerly; results-oriented; desires to excel on the job; works steadily and actively; demonstrates self-confidence and positive attitude.

Listens, identifies, and responds quickly and effectively to the needs of the community and sets work activities accordingly; goes beyond what is expected and follows up to ensure community satisfaction.

Demonstrates accuracy, thoroughness, and reliability; develops and follows work procedures.

Treats everyone equitable and fairly; embraces diversity in daily work life; works with diverse group of employees comfortably and willingly.

Consistently is on time and ready to work at the start of shift and after breaks; requires no start-up time; always provides proper notification or advance notice for absence or tardiness.

Represents self and situations honestly, understands and maintains confidentiality.

PERIPHERAL DUTIES

Duty hours may be extended or varied from time to time as deemed necessary by your supervisor.

Operates radio to deliver instructions to patrol units.

Assumes control at traffic accidents to maintain traffic flow, as requested; assists accident victims as required.

Provides assistance to the public in non-criminal situations.

Performs other related duties, as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school diploma or GED equivalent

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of modern law enforcement principles, procedures, techniques, and equipment; knowledge of applicable laws, ordinances and Sheriff's Office rules and regulations; working knowledge of computers; knowledge of County's geography

(B) Skill in the use of the tools and equipment listed below.

(C) Ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to work under stressful, high risk conditions; ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to learn the County's geography, ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

(A) Must be at least 21 years old;

(B) Must possess, or be able to obtain by time of hire, a valid SC Driver's License without record of suspension or revocation in any state;

(C) Ability to meet Anderson County Sheriff's Office's physical standards;

(D) Basic Law Enforcement Training certification from SC Criminal Justice Academy;

(E) Must attend 40 hours of in-service training every three (3) years; and

(F) Must successfully complete periodic training programs, both internal and external.

TOOLS AND EQUIPMENT USED

Patrol car, police radio, firearms, handcuffs, baton, chemical spray, flashlights, binoculars, audio and/or video recorder, camera, computers (including word processing and specialized software), copy machine, fax machine, telephone, federal, state and local statute books, maps, charts and diagrams, tape measures, Breathalyzer machine/Data master, magnifying lens, scissors, manuals, reference books, incident reports, booking forms, ticket book, first aid kits, fire extinguishers, Kevlar vests, Personal Protective Equipment (PPE-KIT).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is required to sit; talk; hear; stand; walk; run; use hands to finger, handle, or operate objects, controls or tools listed above; reach with hands and arms; climb or balance; stoop; kneel; crouch or crawl; taste and smell.

The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally is exposed to hostile environments and individuals, works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, blood-borne pathogens, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually quiet in the office and moderately noisy in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have this position must be able to perform all essential functions unaided or with reasonable accommodation.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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DETENTION OFFICER
5141
BAND 103

GENERAL PURPOSE

Performs a variety of routine and specialized public safety work in the care and custody of prisoners. Maintains order and discipline among prisoners.

SUPERVISION RECEIVED

Works under the direct supervision of the Shift Sergeant or Lieutenant.

SUPERVISION EXERCISED

None. May supervise temporary or part-time staff, as assigned. This position does not have the authority to hire, fire, promote, or demote any full-time or part-time employees. This position has no particular weight when such employment decisions are made.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Books, fingerprints, photographs, searches, and releases prisoners.

Operates cameras, computers, typewriters, and copy machines.

Supervises inmates during work duties.

Takes inventory of personal items of inmates and houses items during inmates stay.

Provides inmates with information on his/her personal records when requested.

Maintains security and order in all areas inside and outside of the correctional or holding facility.

Administers and supervises mealtime feeding, visitation, recreation, counseling, and work assigned to prisoners.

Answers telephone calls and monitors jail access and egress.

Performs security patrols.

Works an assigned shift using judgment in deciding course of action, being expected to handle difficult and emergency situations.

Carries out duties in conformance with Federal, State, and County laws and ordinances.

Responds to emergency radio calls and investigates incidents, crimes, disturbances, disputes, fights, abuse of drugs, etc., among prisoners. Takes appropriate law enforcement action.

Accompanies inmates to and from medical facilities.

Dispenses medication to inmates as directed by supervisor.

Prepares a variety of reports and records: medical reports, incident reports, inmate work roster, extradition waivers, and personal property of inmate's releases, weekend inmate sheet, and detainer forms.

Regular and punctual attendance is essential and necessary to perform the essential duties and responsibilities required for this job.

PERIPHERAL DUTIES

Coordinates activities with other officers or departments as needed, exchanges information with officers in other law enforcement agencies, as needed and assigned.

Maintains assigned equipment, supplies, and facilities.

Maintains contact with public, court officials, and other County officials in the performance of operating activities.

Serves as a member of various employee committees.

Performs other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

(A) High school diploma or GED equivalent;

(B) One (1) year of law enforcement experience; or

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.

(B) Skill in operating the tools and equipment listed below.

(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions in emergency and non-emergency situations; ability to follow verbal and written instructions.

SPECIAL REQUIREMENTS

(A) Must be at least 21 years old;

(B) Must possess, or be able to obtain by time of hire, a valid SC Driver's License without record of suspension or revocation in any state;

(C) Ability to meet Department's physical standards;

(D) Must obtain SC Criminal Justice Academy training certification;

(E) Must successfully complete periodic training programs, both internal and external; and

(F) Must attend 40 hours of in-service training every three (3) years.

TOOLS AND EQUIPMENT USED

Patrol car (if duties include transport), radio, Chemical Mace, flashlight, leg irons, waist belt, handcuffs, and first aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, or crawl; taste and smell.

The employee must occasionally lift and/or move more than 100 pounds. Employee may have to endure twenty-five (25) pounds of force.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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TELECOMMUNICATION OPERATOR
5213
PAY GRADE - 10

GENERAL PURPOSE

Under direct supervision receives calls and dispatches/receives information requiring action by the law enforcement's officers. Ensures calls are handled in a professional and timely manner.

SUPERVISION RECEIVED

Works under direct supervision of the Communications Lieutenant and the Public Safety Communications Shift Supervisor.

SUPERVISION EXERCISED

NONE.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Regular and punctual attendance is essential and necessary to perform the essential duties and responsibilities required for this job.

Responsible for dispatching appropriate units for emergency or routine calls pertaining to Law Enforcement, Fire, or EMS.

Ability to maintain status of units in computer aided dispatch system.

Responsible for monitoring alarm system.

Ability to operate complex radio and computer system.

Coordinate activities between various emergency service providers.

Must be able to work 12 or 8 hour swing shifts including holidays and weekends; and ability to take and handle calls for litter control, animal control, public works, and various other departments after hours.

Responsible for assisting in taking overflow 911 and non-emergency telephone calls.

Must be trained and able to operate all emergency channels.

Ability to deal with high mental stress situations concerning life and death.

PERIPHERAL DUTIES

Required to take on-call duty as scheduled.

Performs other related duties as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school diploma or GED equivalent (required by CJA); or

(B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Performs day-to-day routine without specific instructions or assignments made in terms of what needs to be done and when the work is to be completed. Employee works within clearly established standards and guidelines, referring exceptions to the normal practices to supervisor;

(B) Skill in operating the tools and equipment listed below;

(C) Ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public; ability to exercise sound judgment in evaluating situations and in making decisions; and

(D) Ability to follow verbal and written instructions; ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

SC 911 Certification in Fire and EMS;

APCO 40 Telecommunication Certification in Fire and EMS;

TDD Training in Fire and EMS; and

A valid SC driver's license or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; phone; radio; fax and copy machine; communications switchboard, including computer-aided systems; teletypes; typewriter; hand tools; electronic testers; radar; radio transmitters and receivers; reference books; maps.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit and talk and /or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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