Start	1 Year	3 Years	4 Years	5 Years
\$26.03	\$27.49	\$28.74	\$29.34	\$29.92

(Lateral transfer opportunity)



Deputy

Grant County Sheriff's Office is recruiting for a vacant Deputy Sheriff position and creating an eligibility list of applications for Deputy Sheriff opportunities that may become available in the next six months. Grant County has a lateral hiring program which allows wages to be commensurate with eligible years of experience, knowledge, and skills. This position performs a variety of law enforcement and correctional duties.

Minimum Qualifications

Education:

- 1. Associates degree from a Wisconsin Technical College system district or its accredited equivalent from another state or a minimum of 60 fully accredited credits
- 2. Certification as a law enforcement officer in the State of Wisconsin
- 3. Training in criminal justice, correctional science, police science or law enforcement desirable
- Possession of a valid Wisconsin driver's license at time of appointment and during incumbency required

Experience:

Experience working in law enforcement or corrections desirable

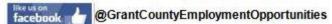
Note: Must be able to work any shift, weekends or holidays

How to Apply: A <u>Grant County application for employment</u> and job description may be obtained at <u>www.co.grant.wi.gov</u> or by contacting Grant County Human Resources at (608)723-2540. **A Grant County Application is required.** Application materials must be on file, completely filled in, no later than **4 p.m. on April 16, 2024 or until filled to:**

Grant County Human Resources

111 S. Jefferson St. PO Box 529 Lancaster WI 53813

This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.



GRANT COUNTY JOB DESCRIPTION

TITLE: Deputy Sheriff

DEPARTMENT/ AGENCY: Sheriff

IMMEDIATE SUPERVISOR: Sergeant

PAY RANGE: Union Scale - WPPA

FLSA: Non-exempt

NATURE OF WORK

These positions perform a variety of law enforcement and correctional duties.

MINIMUM QUALIFICATIONS

Education:

- 1. Associates degree from a Wisconsin Technical College system district or its accredited equivalent from another state or a minimum of 60 fully accredited credits
- 2. Certification as a law enforcement officer in the State of Wisconsin
- 3. Training in criminal justice, correctional science, police science or law enforcement desirable
- 4. Possession of a valid Wisconsin driver's license at time of appointment and during incumbency required

Experience: Experience working in law enforcement or corrections desirable

Knowledge, Skills and Abilities:

- 1. Knowledge and understanding of criminal law, particularly in the areas of arrest, search, seizure and evidence, the statutory provisions governing service of civil process and the work, policies, procedures, and laws pertaining to jail operations and court appearances
- 2. Knowledge of Grant County roads and highways
- 3. Knowledge of the boundaries of Grant County
- 4. Knowledge of community oriented policing
- 5. Skill in investigation and interrogation techniques
- 6. Skill in handling of persons taken into custody
- 7. Ability to provide effective, credible testimony in a court of law
- 8. Skill in self-defense
- 9. Skill in dealing with the public
- 10. Skill in reading and comprehending written materials
- 11. Oral and written communication skills
- 12. Ability to cross-train as Jailer and Dispatcher
- 13. Ability to maintain a positive attitude and emotional control
- 14. Ability to gain the respect and control the behavior of citizens and inmates
- 15. Ability to take prompt and decisive action in emergency situations
- 16. Ability to restrain combative citizens and inmates
- 17. Ability to follow work procedures and rules
- 18. Ability to spell and write legibly
- 19. Ability to work effectively and harmoniously with others

ESSENTIAL FUNCTIONS

Under general supervision

- 1. Perform a variety of correctional and law enforcement duties
- 2. Patrol the Grant County roads and highways

- 3. Receive and investigate calls or complaints and make reports relative thereto
- 4. Apprehend and arrest violators of the law, gather evidence, and testify in court in the prosecution of such persons
- 5. Capacity to provide effective, credible testimony in a court of law
- 6. Provide bailiff and courtroom security duties
- 7. Serve criminal and civil processes
- 8. Attach and take custody of property
- 9. Have custody of county charges and prisoners during examinations, hearings, trials, or during conveyance to state or county institutions
- 10. Safeguard and supervise prisoners and to maintain discipline and enforce rules and regulations in the County jail
- 11. Carry out law enforcement activities including traffic, parking, crowd control, and patrol at county facilities
- 12. May be assigned to Jailer or Dispatcher as needed
- 13. Provide assistance to the public
- 14. Attend training and inservice sessions
- 15. Physically restrain combative inmates
- 16. Convey or assist in the conveyance of inmates to any destination
- 17. Make criminal or civil investigations
- 18. Keep records and prepare reports of accidents and other important incidents
- 19. Perform such other duties as may be assigned
- 20. AVAILABILITY TO WORK ANY SHIFT, WEEKENDS OR HOLIDAYS IS REQUIRED

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to prescribed methods and procedures.

SUPERVISION EXERCISED

May supervise part-time and/or limited term positions

ENVIRONMENTAL FACTORS

Exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, wetness, disease and/or dust; required to work under unsafe and uncomfortable conditions; also works in general office setting requiring dexterity in moving, picking up objects and operating office equipment

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.