



# Deputy

Grant County is recruiting for a Deputy Sheriff. This position performs a variety of law enforcement and correctional duties to include but not limited to: 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.

## 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

**How to Apply:** A Grant County Employment Application and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) (under employment opportunities) or by contacting the Human Resources Department at (608)723-2540. **Letter of interest, resume, and Grant County Application are required**, and must be on file, completely filled in, no later than **4 p.m. on December 6, 2024** 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:

5. Associates degree from a Wisconsin Technical College system district or its accredited equivalent from another state or a minimum of 60 fully accredited credits
6. Certification as a law enforcement officer in the State of Wisconsin
7. Training in criminal justice, correctional science, police science or law enforcement desirable
8. 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 in-service 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.

Revised 09/07/2023