

Camden County Sheriff's Office  
Position Description  
Deputy Sheriff

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**Department:** Corrections  
**Job Title:** Deputy Sheriff – Civil Division (Warrants/Transports)  
**Reporting to:** Major – Corrections; Sergeant – Corrections (Warrants)  
**FLSA Status:** Non-Exempt  
**Date Prepared:** September 30, 2015

**Job Summary:**

This position is responsible for patrolling the county to enforce federal, state, and local laws and for serving civil papers and warrants.

**Essential Duties and Responsibilities:**

- Transports arrestees, inmates, and mental patients to correctional facilities, medical appointments, or the courthouse.
- Serves civil papers, warrants, and subpoenas.
- Reviews and researches all warrants received to ensure accurate and complete information.
- Provides security for judges and court proceedings.
- Completes all required reports and forms.
- Assists with search warrants.
- Provides security and directs traffic for special activities such as funerals, athletic events, and fairs.
- Testifies in court as needed.
- Attends training sessions as required.
- Assists other law enforcement agencies as necessary.
- Maintains assigned vehicle and equipment.
- Other duties as assigned.

**Education, Experience and Certification Requirements:**

- High School diploma or possession of an acceptable equivalency diploma.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.
- P.O.S.T. certified law enforcement certification.

**Knowledge/Skills/Abilities:**

Knowledge in:

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- Federal, state, and local laws, criminal and traffic laws, regulations, codes and/or statutes, and department policies and procedures.
- Boundaries and geography of the county.
- Procedures for logging and docketing warrants and civil papers.
- First-aid and CPR techniques.
- Criminal justice system and court procedures.
- Computer networks, operating systems, hardware, and software applications.

**Skills in:**

- Using firearms, communications equipment, photographic equipment, and other standard and specialized equipment.
- Driving a vehicle in routine and emergency situations.
- Operating computer hardware and software applications.
- Obtaining and preserving evidence.
- Gathering information and preparing reports.
- Applying extensive knowledge in collecting, organizing and analyzing diverse information in order to decide upon an appropriate and reasonable course of action, especially in emergency situations.
- Maintaining records.
- Interpersonal relations.
- Oral and written communication.

**Abilities in:**

- Self defense tactics and using law enforcement.
- Qualifying in firearms use as required.
- Communicating effectively verbally and in writing.
- Enduring verbal and mental abuse when confronted with the hostile views and opinions of individuals encountered in an antagonistic environment.
- Attending and passing all required training.

**Skill Requirements:** (required for job)

X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Basic mathematical concepts.
X	Organize and prioritize information/tasks	X	Operate office equipment.

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**Physical Requirements:** (required for job)

X	Sitting for extended periods	X	Writing
X	Standing for extended periods	X	Walking
X	Extended periods viewing computer screen	X	Reading
X	Speaking	X	Hearing
X	Distinguishing between shades of color	X	Lifting/carrying up to 20 pounds various items.
X	Lifting/carrying more than 20 pounds various items	X	Pushing/Pulling
X	Bending/Stooping	X	Reaching/Grasping

**Hazards:** (required for job)

X	Housekeeping and/or cleaning agents.	X	Outdoors with potential exposure to noise, dust, dirt and inclement weather
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**Employee Acknowledgement:**

I have reviewed and understand the requirements stated in this Position Description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date

*Note: The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that may be incumbent upon, expected or asked to perform. The omission of specific statements of duties or responsibilities does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*