

REQUEST TO CREATE & FILL VACANCY

Position Vacancy Courtroom Deputy Sheriff
Department Sheriff
Vacancy Result of: Promotion of Dave Biteler to
Corrections Sgt.

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	_____
Sick Leave	\$	_____
Employee Retirement Recognition	\$	_____
Other	\$	_____
Total	\$	_____

- 4. Explain the effects of leaving the vacancy until severance is accumulated.

n/a

- 5. Explain the effects of not filling the position or discussion of alternatives.

Shortage of sworn officer staff

- 6. Provide description of departmental discussions about the position.

- 7. Estimated length of time to fill the position after approval.

14-30 days

- 8. Any additional comments?

Department Manager

Date

Request for creating & filling of vacancy: _____ Approved _____ Denied

Chair, Brookings County Commission

Date

POSITION TITLE: Courtroom Deputy Sheriff
DEPARTMENT: Sheriff's Department
REPORTS TO: Sheriff
FLSA STATUS: Non-Exempt
WAGE GRADE: 9

DESCRIPTION OF WORK

General Statement of Duties

This position provides security for the Brookings County Circuit Court. The Courtroom Deputy may be called upon to detain or arrest individuals failing to comply with orders of the Court or individuals with active warrants and may involve physical contact. Incumbent is responsible for serving the legal process of the courts.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Provide security for the Court and possess ability to effectively handle potentially volatile situations.
- Secure Court sessions by providing protection and assistance for Court personnel and the public.
- Obtain the necessary documentation to execute Court orders.
- Responsible for enforcing orders of the Court through service of Court papers and clerical processing of said documents, including but not limited to attachments, examination aids, evictions, contempt citations, and criminal warrants, summonses and subpoenas.
- Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity, and respect.
- Escort defendants and other persons to the bench and/or other court offices.
- Investigate factual issues at the direction of the Judge relative to any particular defendant or pending case, on issues such as bond, addresses of defendants, and other pertinent case file issue.
- Escort and secure prisoners as required.
- Knowledge of the use of metal detector techniques and procedures to detect concealed weapons and hazardous objects. Screen all visitors and all purses, briefcases, packages and other personal items entering the building. Ability to organize and maintain a secure court entrance and recognize and react to stressful situations.
- Transport prisoners to courtrooms, prison, medical facility and other locations as needed. Guard prisoners receiving medical care while in a medical facility.
- Carry out orders and enforce directions from State and Federal Court System.
- Comply with all orders, policies and regulations governing the activities of the Sheriff's Department.
- Maintain confidentiality.
- Attend various workshops, seminars, and training as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies established by the County.
- Perform such other duties as deemed necessary.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and Education

- High School Diploma or G.E.D. Certification.
- Experience in law enforcement preferred or an equivalent combination of experience and education may be acceptable to the hiring authority.
- South Dakota Law Enforcement Officers Training Academy Certification preferred.
- Ability to obtain South Dakota Law Enforcement Officers Training Academy Certification within 12 months upon hire if currently do not possess the certification.
- Extensive knowledge of the principles, policies, codes, laws, and statutes relating to law enforcement operations.
- Ability to maintain a professional relationship with the general public and other employees.

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 regularly required to communicate.
- The employee frequently is required to sit and use hands to finger, handle, or feel.
- The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to employees own body weight.
- Ability to handle stressful situations.
- Ability to work odd shifts, holidays and during emergencies.

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 is regularly exposed to outside weather conditions.
- The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; risk of radiation; and vibration.
- The noise level in the work environment is usually moderate but may be occasionally loud.

Examination, Testing, and Certification

The Examination, Testing and Certification 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.

- Valid South Dakota Drivers License.
- Valid South Dakota Law Enforcement Certification or ability to possess.
- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the Sheriff and/or County.

Commission Chairperson

Date