

**ADAMS COUNTY SHERIFF
JOB DESCRIPTION
DEPUTY SHERIFF**

DESCRIPTION OF WORK

Under direction, patrols an assigned area in the enforcement of law and order and serving civil and criminal processes; take special assignments in investigations and the protection of life and property; performs related work as required.

EXAMPLES OF DUTIES

Operates an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic laws and regulations; responds to radio and other modes of communication dispatches and appears at scenes of disorder or crime; notes and reports traffic hazards; assists in controlling traffic at scenes of emergencies; investigates and prepares reports on accidents, offenses and damages to property; give directions and information; make arrests; issue citations and warnings; prepare reports on arrests and property impounded; directs traffic; intervenes in private or public disputes to protect the public and maintain order; requests medical attention when necessary; testifies in court; provides security to the courts and in the courthouse in order to maintain public safety; transports prisoners; assists in the investigations of crimes involving adults or juveniles; investigates complaints, interviews persons pertaining to investigations; serves civil processes and papers; participates in training conferences and programs; writes a log of activities and case reports; performs related duties as required. Will use computers, various software programs and electronic devices.

QUALIFICATIONS

Ability to read and understand departmental policies, rules, instructions, laws, regulations and police literature, together with an aptitude for law enforcement work; ability to analyze situations and adopt a quick effective and reasonable course of action giving due regard to the surrounding hazards and circumstances of each situation; ability to write clean and accurate reports; physical agility; keen observation and ability to remember names, faces and details of incidents; ability to understand and follow oral and written directions; ability to learn the use and maintain the proper care of county equipment.

EXPERIENCE AND TRAINING

Must have high school diploma or GED
Certified law enforcement preferred but not mandatory

SPECIAL REQUIREMENTS

Must have a valid driver's license.

Must be able to pass the TABE test.

Must pass the written and physical fitness entrance exams.

Have the ability to acquire certification from the Nebraska Enforcement Training Center within one year of employment.