

# COLUMBIA COUNTY SHERIFF'S OFFICE

## Court Services Unit Level II

### POSITION DESCRIPTION

#### I. Position Summary

The part time Special Deputy Sheriff works for the Columbia County Sheriff's Office in a part time non-supervisory law enforcement capacity and in various capacities which could include some shifts and shift rotations. The part time Special Deputy Sheriff may work varied hours, weekends, and holidays, with no guaranteed hours per week or month. This is an unarmed position.

#### II. General Duties

The Special Deputy Sheriff may be assigned to perform court services, hospital security, traffic control, transports, special event security, and other duties as assigned by the Sheriff or designee. These duties are carried out in accordance with the Columbia County Sheriff's Office Policy and Procedures manual. These duties are not to be construed as exclusive or all-inclusive.

#### III. Essential Duties and Responsibilities

1. Maintain personal health standards at required level; this includes the physical conditioning sufficient to address any threat of physical confrontation by a person or persons.
2. Maintain the security of any premises which may include the Columbia County Jail, Columbia County Courthouse or any other premise or area when assigned by the Sheriff or designee.
3. Shall practice safety measures designed to protect all citizens when responding to situations in or around Columbia County.
4. Will be able to respond to any high risk situation such as an inmate out of control or other such disturbance.
5. Performs duties such as guarding an inmate in a hospital, a crime scene or any other place so assigned.
6. Shall respond to a call to duty.
7. Demonstrate knowledge of and enforce county, state and federal criminal laws, codes and ordinances and when applicable, municipal ordinances or codes.
8. Operate a law enforcement vehicle while at the same time operating a two way radio.
9. Visually identify people, places or objects for purposes of transportation to or from different locations, arrest, or apprehension.
10. Maintains confidentiality and secrecy regarding certain information and documents.
11. Shall maintain those records and documents that are required of the position by the Sheriff's Office or by statute.
12. Shall become proficient within professional established uses of aids, equipment, materials, and training, department work rules, Policies and Procedures, and regulations.
13. Shall report for duty within the guidelines established for dress, time, physical and mental condition.
14. Makes necessary court appearances and prepares the same.
15. Assists local law enforcement agencies as warranted.

16. Directs and controls traffic at public events, fires and other disruptions.
17. Transports or escorts prisoners between courtrooms, detention facilities, and medical facilities.
18. Provides security to the courthouse; keeps order in the courtroom.

**IV. Educational Requirements**

1. High School diploma or equivalent.
2. Must be certified or previously certified by the Wisconsin DOJ Training and Standards Board, or the equivalent, as determined by the Sheriff or designee.

**V. Knowledge, Skills, Licensure and Experience Required**

1. Minimum of 18 years of age.
2. Valid Wisconsin Driver's license.
3. Shall not have been convicted of a criminal offense equivalent to a felony or serious misdemeanor under Wisconsin Law.
4. Must not have been convicted of a Domestic Abuse related crime.
5. Free from any physical or mental conditions which might adversely affect performance of duties as a law enforcement officer.
6. Expected to maintain automobile liability insurance.
7. Must be bondable.
8. Drug test required.
9. Required to maintain complete designated departmental uniform for duty, as directed.
10. Knowledge of Wisconsin Statutes relating to the care and commitment of prisoners.
11. Ability to work under stress or pressure.
12. Ability to handle and control prisoners and other persons.
13. Materials and equipment used:
 

Police Radio	First Aid and AED equipment	Handcuffs
Camera	Electronic Control Devices	Fire extinguisher
Fleet vehicles	Recreational vehicles	Patrol boats
Portable Breath Tester		

**VI. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking.
2. Visual acuity.
3. Able to hear normal conversation.
4. Able to communicate orally in a clear manner.
5. Good manual dexterity of hands and fingers.
6. Able to lift/carry/push/pull at least 100 pounds.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.