

***Limestone
County Commission***

***Chairman
Collin Daly***

***Administrator
Ellen Morell***



***Commissioners:
Daryl Sammet
Danny Barksdale
Jason Black
LaDon Townsend***

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

PART TIME DEPUTY SHERIFF (TRAFFIC ENFORCEMENT)

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$17.03 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH FRIDAY,

JULY 1, 2022.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Part Time Deputy Sheriff
Sheriff's Department

SD/11
Job Grade 11

JOB SUMMARY

This position performs law enforcement work involving the protection of life and property, the enforcement of laws, and the investigation of crime.

MAJOR DUTIES

- Patrols the county to detect and deter criminal activity and traffic violations and to provide assistance as needed; monitors commercial and residential areas for signs of criminal activity.
- Enforces traffic laws through the issuance of citations and warnings; inspects roadways, bridges, and traffic signals and signs to identify and report hazardous conditions.
- Performs business and residential security checks; checks doors, windows, gates, and fences; reports unsecured property.
- Responds to calls for service, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service requests, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- Provides security for courtrooms.
- Escorts and transports state and federal inmates, juvenile offenders, and mental health patients.
- Testifies in judicial proceedings as necessary.
- Provides court room security as assigned.
- Assists in the training of personnel as directed.

- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Prepares criminal and search warrants, complaints, and affidavits; serves criminal and court-related paperwork.
- Serves on special teams and task forces as assigned; completes special duty assignments.
- Serves as Extradition and Transport Officer as assigned; transports inmates to other appropriate agencies as required; travels to other counties to execute warrants; completes all required documentation.
- Serves as School Resource Officer as assigned; provides security for assigned school campuses; coordinates with students, parents, teachers, and administrators to provide resources, answer questions, and provide information and assistance; provides security for special school events and programs; works with administrators to develop emergency plans.
- Serves as Work Release Officer as assigned; administers the Work Release program; coordinates with employers to facilitate inmate work opportunities; screens and assigns inmates to the program; trains participants in program policies and procedures; monitors inmate work attendance; manages inmate work schedules; ensures inmate compliance with program policies; maintains related records and completes related reports.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, county ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the county.
- Knowledge of the court system and judicial procedures.
- Knowledge of law enforcement and security principles and practices.
- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in interviewing and interrogation techniques.
- Skill in operating radios and communications equipment.

- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Sheriff Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state and federal law and department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, technical, and law enforcement duties. Potentially dangerous and life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to enforce local, state, and federal laws and to provide for the safety and security of the public. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state and federal laws.

CONTACTS

- Contacts are typically with department personnel, other county employees, business owners, citizens, suspects, inmates, juveniles, school staff, students, inmates, representatives of other law enforcement agencies, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.
- Possession of a current Alabama Peace Officers Standards and Training Commission (APOST) Certification.