

*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 – SCHOOL RESOURCE OFFICER (SRO)**

**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**

**Or Online:**

**<https://limestonecounty-al.gov/doing-business/jobs>**

**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 THURSDAY,**

**AUGUST 4, 2022.**

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

# LIMESTONE COUNTY

## JOB DESCRIPTION

Job Title: Part Time Deputy – School Resource Officer

Department: Sheriff's Office

FLSA: Grade: 11  
Safety Sensitive Job: Yes  
Security Sensitive Job: No

Job Description Prepared: January 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Captain – Patrol

Subordinate Staff: None

Internal Contacts: All County Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Alabama Department of Human Resources (DHR); Alabama Department of Corrections (DOC); Alabama Department of Public Health (DPH); Alabama Department of Transportation (ALDOT); Alabama Department of Conservation and Natural Resources (ADCNR)-Game Wardens; Alabama Emergency Management Agency (AEMA); Other Law Enforcement Agencies; Probate Judge; Schools; Attorneys; District Attorney; Circuit Clerk; Department of Homeland Security (DHS); U.S. Marshals; Volunteer Fire Departments; Sheriffs' Association

### Job Summary

Under the general supervision of the Captain - Patrol, the employee performs duties related to the safe operation of area schools. Employee registers students for on-campus parking, patrols parking lots, and monitors drop-offs and pick-ups. Employee maintains a

presence in hallways, cafeterias, and gymnasiums. Employee also plans lessons for presentation to classes. Employee also performs patrol duties. The employee exercises independent judgment in dealing with dangerous or unusual situations, exercising safety practices and procedures. Work is usually performed in accordance with well-defined procedures. This job is considered safety-sensitive and subject to a pre-employment background check and random drug screenings.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: School Resource Officer Duties. The employee performs duties related to the safe operation of County schools.**

1. Provides safety and security to area schools.
2. Registers students for on-campus parking; creates applications; collects insurance, license plate and driver's license information; enters into computer.
3. Develops lesson plans for presentation to classes; conducts classroom activities involving a wide range of topics to include security, crime prevention, drug/alcohol education, and other related issues as approved by the school administration.
4. Remains as presence in school and a trusted authority figure to students; builds rapport with students.
5. Documents activities on and off assigned campus; maintains monthly activity report for submission to supervisor.
6. Attends most after school home functions such as athletic events, dances, pep rallies, and graduation exercises.
7. Attends away games with team as requested by school administration.
8. Supervises traffic at the beginning and end of each school day to ensure the safety of all students.
9. Patrols the parking lots ensuring student's safety upon arrival in the morning and departure in the afternoon; deters reckless driving; ensures only active students enter campus.
10. Improves schools image as a safe learning environment; deters misconduct by remaining highly visible in halls, cafeteria, and gymnasium.
11. Escorts school nurse or other school officials on home visits.
12. Serves as a role model to students, especially in terms of appropriate attitudes and respect.
13. Assists school administration with anyone who is causing disruption; deals with truancy issues and any criminal activities occurring on campus.

14. Performs on-going security checks of campus; makes recommendations to school administrator.
15. Functions as an information gathering source for law enforcement and juvenile probation officials.

**ESSENTIAL FUNCTION: Planning/Administrative Duties. The employee performs various planning and administrative duties in support of school programs.**

1. Attends SRO conference to receive updates on any changes to law, presentations from DHR representatives and Attorney General; receives training on school security methods and techniques.
2. Attends parent and faculty meetings as requested by school administrator.
3. Attends monthly meetings with other SROs and school official to exchange information and ideas.
4. Gains familiarity with community agencies that assist youth and their families such as mental health clinics, drug treatment centers, and juvenile authorities; makes referrals when needed.
5. Attends conferences with students, parents, and faculty members; attends truancy hearings when necessary.
6. Makes all reports available to supervisor.
7. Prepares and gives presentations at faculty in-service meetings, parent education meetings, Parent-Teacher Association/Parent-Teacher Organization (PTA/PTO) meetings, and community organization meetings.
8. Checks in at Sheriff's Office to retrieve memos, phone messages, and other items pertinent to the job.
9. Serves as liaison between the Sheriff's Office and school personnel/parents.
10. Assists school administrators in developing and implementing plans and strategies to prevent and handle dangerous situations.
11. Coordinates with Sheriff's Office personnel to plan and execute school searches.
12. Performs patrol duties as needed.

**NON-ESSENTIAL FUNCTIONS:**

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of County and department rules, regulations, policies, and procedures.
2. \*Knowledge of the County, its buildings, and road system.
3. \*Knowledge of County, State, and Federal law, and court procedures.
4. Knowledge of disaster and emergency procedures.

5. Knowledge of maintenance and use of different types of weapons.
6. Knowledge of educational law and its application.
7. Knowledge of the law as it relates to juveniles.
8. Knowledge of modern approved principles, practices, and procedures.
9. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
10. Knowledge of all forms and other paperwork required for Patrol Division.
11. Knowledge of proper firearms use and maintenance of standard issue firearms.
12. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
13. Reading skills to read and understand department rules, regulations, policies, and procedures.
14. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
15. Computer skills to create required documents.
16. Listening skills to receive radio calls, take complaints, and interview witnesses.
17. Driving skills to operate department vehicle safely and effectively under adverse conditions.
18. Ability to pursue and detain a fleeing or belligerent individual.
19. Ability to work independently without close supervision.
20. Ability and physical tolerance to work outdoors under adverse conditions.
21. Ability to analyze situations and adopt quick, decisive, effective, and reasonable courses of action.
22. Ability to drive.

### Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess and maintains Alabama Peace Officers Standards and Training Commission (APOSTC) certification. APOSTC be in good standing.
3. At least two (2) years of experience as a Patrol Deputy.
4. Possess a current and valid driver's license; must be insurable.
5. Ability to complete SRO training as required.
6. Ability to pass a pre-employment background check and an initial drug screen.

### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas, and defending oneself or others from physical attack.

## Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.