

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DEPUTY SHERIFF I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide law enforcement and security to the County.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes new inmates and arrested persons; books new inmates; conducts identification procedures; searches inmates and seizes all personal property; secures persons in jail or holding cells; prepares processing paperwork; informs inmates of charges and bond amounts.

Screens inmates for medical conditions; retrieves inmates for medical attention; directs inmates to infirmary.

Retrieves and receives various documents and court papers concerning inmates; reviews court list.

Assigns location of inmates; performs security checks and searches of cells for contrabands; control behavior of inmates and restrains irate or violent inmates; manages physically and mentally ill inmates.

Conducts head counts and oversees the safety of all staff and inmates.

Oversees visitation; checks identification of visitors; logs visitors in computer; directs visitors to proper locations.

Accounts for inmates being transported to various locations including going to other agencies, court, medical appointments, etc.; escorts inmates to various locations; maintains inmate movement log; sends notification to various agencies.

Answers or directs questions of inmates; assists in requests of inmates.

Answers or directs questions of the general public.

Monitors security of jail including tower monitoring, video and tape recorder monitoring, radio communication monitoring and traffic monitoring; responds to emergencies

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Prepares various reports and logs including disciplinary reports and information, incident reports, etc.

ADDITIONAL FUNCTIONS

Attends required and optional training conferences to obtain certification as a Law Enforcement Officer and to enhance performance.

Performs clerical duties such as filing, copying, faxing, etc.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by little or no previous experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid Georgia driver's license. Must meet minimum requirements as set by POST and State Law.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 160 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.