

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

## **CLASSIFICATION TITLE: DEPUTY SHERIFF II**

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### **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.**

Secures inmates in holding cells or jails; oversees the processing of inmates into jail including booking and ID preparation; transports prisoners to and from court or doctor's appointments; arranges and performs interstate extradition; supervises and assists in the bonding and release of prisoners; manages inmate control and movement; conducts shakedowns and searches for contraband; responds to inmate disturbances; follows the case status of inmates.

Maintains personal possessions of inmates; creates ledgers and accounts for inmates' money; maintains cash drawer for bond fees; processes checks; manages petty cash.

Transports mental patients to medical facilities.

Performs uniform patrol work: issues citations for traffic violations; responds to emergency calls; assists Deputies; responds to accident scenes; patrols County property; investigates complaints and reports of unusual activity; assists stranded motorists; impounds vehicles.

Assists in investigations of crimes: searches homes and buildings for wanted suspects; collects evidence; secures crime scenes; testifies in court; conducts surveillance; interviews witnesses and suspects; arrests suspected criminals.

Maintains security for various facilities including court, jail, juror locations, and other property located in the County; monitors alarms.

Prepares and reviews various reports and documents such as booking reports, vehicle lists, personal property lists, hospital duty rosters, productivity reports, shift activity reports, arrest reports, accident reports, citizen complaint documents, court documents, affidavits, LED sheets, etc.; maintains files and make copies as necessary.

## **Clayton County, Georgia ~ Deputy Sheriff II**

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Serves civil process papers including search warrants, protective orders, subpoenas, and arrest warrants; performs evictions and levies.

Enters various data into the computer system; checks criminal backgrounds and histories; enters and obtains information using the GCIC and NCIC databases.

Answers telephone calls and assists citizens with inquiries; responds to citizen complaints concerning personnel.

Oversees inventory of equipment and supplies; orders needed equipment and supplies; coordinates maintenance of fleet vehicles and communications equipment; maintains database of repairs and issued equipment and vehicles; oversees the uniform budget; orders and issues uniforms.

Attends staff meetings and other meetings as required.

### **ADDITIONAL FUNCTIONS**

Attends required and optional training conferences to maintain certification as a Law Enforcement Officer and to enhance performance; attends civic functions when directed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED, supplemented by vocational/technical training in Basic Law Enforcement; supplemented by five (5) months previous experience and/or training involving law enforcement work within the Sheriff's Office; 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 possess and maintain valid Peace Officer and firearms certifications. Must be Georgia POST certified.

### **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).

## **Clayton County, Georgia ~ Deputy Sheriff II**

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**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.*