

Clinton County, Iowa
Job Description

Clinton County Sheriff's Office

Job Title: Special Deputy (Part-Time)	Reports to: Chief Deputy
Department: Sheriff's Office	Pay Band: \$25.00/hr
Revision Date: 12/5/2024	FLSA: Non Exempt

SUMMARY:

A (part-time) Special Deputy will provide general support to all divisions of the Clinton County Sheriff's Office, both during scheduled and unscheduled times. The primary roles of a part-time Special Deputy will be to assist full-time sworn law enforcement officers and other full-time staff of the Clinton County Sheriff's Office, to better serve the needs of the community and citizens of Clinton County. This position is not eligible for leave benefits.

Essential Job Duties and Responsibilities:

- Communicate information to the general public, co-workers, and county personnel while promoting positive working relationships with the public and county personnel.
- Maintain his/her assigned equipment for rapid deployment to both planned and unplanned calls for service and/or critical incidents.
- Must be willing to work a flexible schedule, including weekends and be available for occasional call-out during emergencies or unplanned events.
- Maintain certification status with ILEA as a Sworn Deputy.
- Provide service on all types of civil papers including, but not limited to, original notices, general executions, protective orders, cause orders, injunctions, subpoenas, summons, citations, writ of replevin, bad check notices and garnishments.
- Assist with Court House and County Administration Center security; including but not limited to, operating security equipment, transporting documents, equipment or individuals, providing direction and guidance to citizens entering any county facility.
- Provide security at the Administration Building responsible for high visibility presence and response for request for service and disturbances when assigned to this building.

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- Coordinate: Participate in community events; Community policing events and programs.
- Responding to alarms and calls for assistance within the respective buildings they are assigned to.
- Additionally responsible for assisting the public to locate services needed when visiting the county buildings.
- Provide transportation of inmates for extradition from other states, transportation to prison, other counties, medical appointments, court hearings, and juveniles to detention, placement, and court hearings.
- Transports persons under Code of Iowa Chapter 229 and 125 commitments to hospital, rehab/treatment facilities, and court hearings.
- Represent and provide a liaison between the Sheriff's Office at community events and meetings not limited to community substance abuse, mental health and welfare.
- Prepare, set-up and terminate meetings, both in person and through electronic or computer related systems.
- Provides courier service for the Sheriff's Office, and other entities of Clinton County at the direction of the Sheriff or his/her designee.
- Testify in court to present evidence or act as a witness in civil and criminal cases
- Prepare written reports as required with emphasis on clarity, detail, completeness, proper grammar, and punctuation.

Minimum Qualifications Requirements - (Education and Experience):

- Must be a U.S. Citizen, be 18 years of age and have either a High School Diploma, general education degree (GED) or (HiSET) High School Equivalency Test certificate.
- Must possess and maintain certification with ILEA as sworn law enforcement officer with the State of Iowa.
- All applicants must possess a valid driver's license at the time of employment and submit a thorough background application.

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- Applicant must not have a conviction of a serious misdemeanor or above on their criminal record.

Minimum Qualifications – (Knowledge, Skills and Abilities):

Knowledge

- **Law and Government** - Knowledge and understanding of agency orders, agency rules, city/county ordinances, court procedures and any sections of the Iowa Code directed to learn.
- **Technology**- Must be proficient with computers, software and related equipment. Must be able to access, enter and retrieve information from the department computers and records management system.
- **Public Safety and Security** – Knowledge of relevant equipment, policies, procedures.
- **Customer and Personal Service** - Knowledge of principles and processes for providing professional and courteous customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Education and Training** - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records. Ability to type reports in a timely fashion.
- **Telecommunications** - Knowledge of radio transmissions, broadcasting, switching, control, and operation of telecommunications systems.

Job Skills

- **Appearance:** Must be and maintain a neat/clean appearance and follow all agency policies and procedures relating to appearance and attire.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Speaking** - Talking to others to convey information effectively.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one
- **Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

Job Abilities

- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Speech Clarity** - The ability to speak clearly so others can understand you.
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Speech Recognition** - The ability to identify and understand the speech of another person.
- **Observation Abilities** - The ability to see details at close range (within a few feet of the observer). Ability to see both the obvious and also the obscure.
- **Written Expression** - The ability to communicate information and ideas in writing so others will understand.
- **Information Ordering** - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Category Flexibility** - The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Fluency of Ideas** - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity)
- **Other-**
 - Ability to tolerate physical extremes from being seated and at rest to physical exertion in short periods of time.

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- Must be able to work well and for sustained periods of time in extreme temperature and weather conditions.
- Ability to perform tasks with intense concentration for extended periods of time while remaining calm in traumatic situations, and mass casualty incidents while dealing with the trauma and triage of patients.
- Ability to work in a structured command environment, working as a member of a team or as an individual.
- May encounter potential exposure to hazardous chemical, biological, and nuclear substances, noise levels over 90 decibels, and other potential hazards.

Work Environment:

- Will need to work in both indoor and outdoor conditions, sometimes which are unpredictable.

Physical Demands:

- Sitting/Standing: Remaining in the seated position or on one's feet in an upright position for long periods of time.
- Walking: Frequently.
- Lifting: Occasionally raising or lowering an object from one level to another (includes upward pulling) up to 50 lbs.
- Carrying: Occasionally transporting an object, usually holding it in the hands or arms, or on the shoulder.
- Dexterity/Handling: Frequently seizing, holding, grasping, turning, picking, pinching, or otherwise working with hand, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials for public distribution).
- Talking: Frequently expressing or exchanging ideas by means of the spoken word to impart oral information to others, including members of the public, and to convey detailed spoken instructions to others accurately. Public speaking to groups.
- Hearing: Frequently communicating with others, including members of the public. Must be able to interpret questions and exchange accurate information in these situations.
- Vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading; and determining the accuracy, neatness, and thoroughness of the work assigned. Some tasks require the ability to perceive and discriminate colors or shades of colors.

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- Climbing, Balancing, Stooping, Kneeling, Crouching or Crawling – Occasionally. Frequency dependent upon investigation type and volume. Collection of evidence may require the ability to knee, stoop, crouch, or crawl at ground level.
- Operation of Vehicle: required to be able to legally operate a law enforcement vehicle during both the day and night, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Mental: Ability to endure verbal and metal abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

Certificates, Licenses, Registrations:

- Maintain certification with ILEA as sworn law enforcement officer with the State of Iowa.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.
- Knowledge of overall function of the sheriff's office, local criminal justice system and county government a plus. Ability to handle confidential information and deal with a variety of persons, some who are in emotionally stressful situations.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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Employee Signature: _____

Employee Printed Name: _____

Date: _____