

**VACANT POSITION**  
**DEPARTMENT: SHERIFF**  
**OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>**  
**SUBMIT APPLICATION, PROOF OF EDUCATION & APPLICABLE FORMS TO:**  
**[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon Street, Room 110**  
**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

**Job Title:** Deputy Sheriff II (Position #2602)  
**Salary:** Pay Grade 15; Hiring Salary is \$18.36 per hour; schedule is based on 84 hour pay periods; 26 bi-weekly pay periods per year; includes an excellent benefits package.  
Provisions of the Personnel Ordinance for Promotion/Demotion/Transfer  
**Work Schedule:** Rotating 12-hour shifts. Must be available to work days, nights, weekends, and holidays.  
Occasional overtime required.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or state-awarded GED required with successful completion of required certification courses; must be a Georgia P.O.S.T. Certified Peace Officer in good standing. Must maintain required level of proficiency and certification in the use of firearms and evasive action/driving skills. Must possess and maintain a valid Georgia Driver's License. Must pass a written examination, appear before a hiring board, and meet firearms qualifications as part of the application process.

**GENERAL STATEMENT OF JOB:** Under general supervision, exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Applies good independent judgment when dealing with dangerous or unusual situations while implementing safe practices and procedures. Works under stressful, high risk conditions. Reports to assigned Sergeant and/or Corporal.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of law enforcement equipment and automated office machines which includes computer, printer, facsimile machine, binding machine, transcriber, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for physically active work. Must be able to lift and/or carry weights of fifty to one hundred pounds. Occasionally move disabled vehicles from roadway. Restrain physically combative subjects.

**ESSENTIAL JOB FUNCTIONS:** Patrols an assigned district in a patrol car to observe assigned area for possible criminal activity or other conditions that could endanger public safety; investigates complaints and enforces laws; maintains high visibility.

Investigates and reports on accidents, dangerous or defective streets, sidewalks, traffic lights, weather related problems or other hazardous conditions.

Investigates crimes; interviews witnesses, complainants, and victims; gathers physical evidence and preserves for court; conducts follow up investigations as needed, and obtains warrants.

Enforces all state felony and misdemeanor laws.

Apprehends, arrests, and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests.

Obtains warrants subsequent to arrests.

Serves warrants, summonses, subpoenas, civil, and other official papers.

Serves as a witness in court as required and provides physical evidence if necessary.

Responds to emergency calls such as robberies, burglaries, kidnapping, assaults, and murders; practices safety procedures when responding to calls.

Checks residential and commercial property for security; assists senior citizens with security concerns as requested.

Assists motorists in various situations as needed.

Provides traffic escorts for funerals, house movings, and other public services; investigates traffic accidents, traffic accident victims, and/or assumes control of traffic flow, as necessary.

Contacts complainants and/or victims of crimes within a reasonable length of time; keeps complainants or victims informed of progress of investigations.

Investigates and reports fires or other related events; keeps bystanders out of danger; safeguards property; renders first-aid in emergency situations.

Extinguishes minor vehicle/residential fires.

Prepares, processes, and/or transmits various reports as required.

Records information concerning events that took place during scheduled on-duty hours and records such activity in the manner as prescribed by the department.

Maintains weapons and equipment in functional and presentable condition.

Transports mental patients and prisoners to prescribed locations as necessary.

Accounts for and transports physical evidence entering official custody of the department.

Answers questions asked by the general public; works with juveniles and adults in related matters; refers public to persons or agencies which can provide further assistance as required.

Works under stressful, high-risk conditions.

Attends required periodic training sessions and seminars; participates in required physical fitness activities.

Maintains required level of proficiency in the use of firearms and evasive action/driving skills.

Makes decisions at crime/accident scenes; follows safest procedures to ensure security for the public, fellow officers, members of rescue team, etc.

Watches for wanted or missing persons and lost children; administers first-aid to the injured in emergencies; reports stray animals to the Animal Control department.

Attends shift meetings, seminars, and training sessions as required to remain knowledgeable of departmental operations and to promote improved job performance.

Assists DFACS.

July 9, 2020