

Todd County

MINNESOTA



TODD COUNTY
invites applications for the position of:

Road Deputy - Part time

SALARY: \$24.92 - \$31.57 Hourly

OPENING DATE: 06/06/19

CLOSING DATE: 06/21/19 04:30 PM

PURPOSE OF POSITION:

The purpose of this position is to represent the front line of all law enforcement operations within the county. The Road Deputy function is primarily to serve and protect the citizens of Todd County. This is accomplished through sound Community Policing Practices, vigilance, and the prompt response to calls for assistance.

Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department/Division leader and keeps management apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position Specific Essential Duties and Responsibilities

The following duties are normal or this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Patrol all assigned areas for the prevention of crime and enforcement of laws and ordinances.
- Protect life and property by resolving citizen complaints, investigating and solving crimes, preserving peace and order and other general assistance.
- Respond to prompt answering of calls for service from citizens and other agencies.
- Conduct preliminary investigations of misdemeanor, felony and gross misdemeanor crimes.
- Effectively work to enforce traffic laws and regulations along with other federal, state, and local, laws and ordinances.
- Service of civil process and other legal documents.
- Give aid to victims of crime and accidents, and provide additional resources where necessary.
- Make every effort to aid in crime prevention, detection, and deterrence.
- Investigate suspicious persons and vehicles.
- Participate in search and rescue missions.
- Prepare clear, concise, and accurate reports for use by supervisors, investigators, prosecutors and other agencies both inside and outside of the county.
- Conduct Courtroom preparation and provide truthful and accurate court testimony.

- Be thoroughly familiar with the geography of Todd County and other resources within the county to which citizens can be referred.
- Be alert to the physical and moral welfare of children, families, and the elderly while working with various agencies that provide services.
- Work with other Law Enforcement agencies.
- Provide Foot patrol, and work with community members in cities that have contracted enforcement services from the Todd County Sheriff's Department.
- Receive special assignments and tasks, up to and including Boat & Water Patrol, Snowmobile Patrol, School Liaison, Bailiff, Transportation of inmates, and or any other needs or duties the Sheriff's Office may have.
- This position requires regular and timely attendance in accordance to the department's work schedule.
- Any other duties as assigned or apparent.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

Associates/Technical degree, or equivalent combination of education and experience.
CPR/First Aid certified.

POST Licensed Peace Officer or POST Licensed eligible with a combination of training and experience to be knowledgeable in patrol techniques, criminal investigation, traffic and other regulatory law, criminal and civil law, traffic accident investigation and first aid, emergency vehicle operation and be able to communicate well both orally and in writing.

Must possess and maintain a valid MN Drivers License.

Must pass a criminal background check.

Must pass physical exam

Must pass psychological evaluation

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge in the techniques of modern law enforcement.
- Thorough knowledge of criminal investigation, interview and interrogation, crime scene search, and photography.
- Ability to work effectively with the public and superior officers.
- Ability to prepare clear, concise written reports of investigations and activities.
- Ability to advance knowledge and expertise through continuing education and training.
- Ability to apply sound and professional judgment in all matters of duty.
- Ability to cooperate with and be loyal to the Sheriff.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, pushing or pulling and lifting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to vibration and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, wearing a self contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.todd.mn.us/>

215 1st Ave S, Suite 300
Long Prairie, MN 56347
320-732-6155

Position #113D
ROAD DEPUTY - PART TIME
SO

HR@co.todd.mn.us

Road Deputy - Part time Supplemental Questionnaire

- * 1. Do you have an Associates/Technical degree, or equivalent combination of education and experience?
 - Yes- I have an Associates degree.
 - Yes- I have a Technical degree.
 - Yes-I have the equivalent combination of education and experience.
 - No- I do not have a degree or experience.
- * 2. Are you CPR/First Aid Certified?
 - Yes
 - No
- * 3. Are you a POST Licensed Peace Officer with a knowledgeable combination of training and experience for this position?
 - Yes- POST Licensed Peace Officer with 2+ years experience
 - Yes- POST Licensed Peace Officer with 1-2 years experience
 - Yes- POST Licensed Peace Officer with under 1 year experience
 - Yes- POST eligible
 - No- I am not a POST Licensed Peace Officer
- * 4. Can you perform all of the physical requirements of the position?
 - Yes
 - No
- * 5. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?
 - Yes- Qualified Disabled Veteran (10% or higher disability rating)
 - Yes- Qualified Vet or Spouse of Deceased Vet
 - No
- * 6. Do you have a valid driver's license?
 - Yes
 - No
- * Required Question