

Deputy Sheriff

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Company: City of Roanoke, Virginia

Location: United States

Category: other-general

About the Position:

Description

Performs protective service work in the Roanoke City Jail. Any combination of education and experience equivalent to graduation from high school. Possession of a valid driver's permit issued by the Commonwealth of Virginia. Vision requirements are 20/30 in the better eye corrected, 20/40 in the worse eye corrected. Worse than 20/60 uncorrected, must correct with corrective lenses to 20/30 or greater in the better eye; or to 20/40 or greater in the worse eye. Disqualified if uncorrected vision is 20/20 or greater in both eyes. Must successfully complete a thorough background investigation and physical examination. Must live within fifty (50) road miles of the Sheriff's Office. Minimum age to apply is 18.

APPLICANT MUST SUBMIT TO A DRUG SCREENING AND PSYCHOLOGICAL TEST. Shift work including weekends and holidays. Bilingual, Spanish/English speakers encouraged to apply.

Please review additional attachments:

Deputy Sheriff Personal History Questionnaire

Special Conditions

For more information: Visit @RoanokeSheriffsOffice on Facebook.

The City of Roanoke is an Equal Employment Opportunity/AA/M/F/Disability Employer.

To elevate the performance of the organization, we are committed to respecting, celebrating, and embracing the collective mixture of differences and similarities between our employees as a rich tapestry. Our behaviors will demonstrate open communication, and we will seek opportunities to learn, recognizing and rewarding actions that promote acceptance while suspending judgment. By doing this, we will foster an inclusive, open work environment that delivers excellent service and creates a more vibrant and inviting community.

This is a non-exempt position.

Examples of Duties

SUMMARY

Performs protective service work and human support service work in the courtrooms, jail and field.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Other duties may be assigned

Maintains care and custody of inmates

Processes inmates into custody of correctional institution, conducts searches of prisoners and inventories personal property, provides clothing, bedding, eating utensils and provides inmate orientation

Ensures security of courtrooms prior to and during court sessions

Serves and executes all processes issued from General District court, Circuit Court and Juvenile Court, including out-of-state processes requiring personal service

Conducts periodic security checks of inmates in living areas within the jail and court facilities

Ensures that special needs of prisoners are met

Transports and supervises the movement of prisoners to and from court and as otherwise required

Serves notices on executions, levy on personal property and seizes property when bond is furnished

Ensures that offenders are fingerprinted and processed in accordance with departmental policies, laws and regulations Handles emergencies, i.e., fire evacuations, riots, disturbances and hostages situations which may occur within the jail or courthouse

Responds to and resolves incidents involving physical confrontations between inmates

Maintains automated inmate records; including access of VCIN and NCIC

Testifies in court proceedings in both criminal and civil cases

Provides direction and supervision for inmate community work programs

Monitors camera and surveillance equipment in main control room

Ensures proper security of inmates, staff and visitors to the court and jail facilities Ensures proper order and decorum among inmates

Enforces institution rules and regulations

Prepares reports and other daily records

Provides information which is legally permissible to citizens, police officers and other criminal justice agencies

Performs medical screening on inmates upon commitment

Maintains financial records and reports and custody and accountability for inmate funds

Ensures that inmate records are current and up to date

Ensures the proper retention, storage and destruction of departmental records

Ensures that inmate sentences are legally calculated and served in accordance with departmental policy and existing laws and regulations

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

Typical Qualifications

Typical Qualifications

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, essential and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. EDUCATION and/or

EXPERIENCE

High school diploma or general education degree (GED); related experience and/or training in public and personal contact work preferably related to law enforcement activities; or equivalent combination of education and experience.

Supplemental Information

LANGUAGE SKILLS

Ability to read and interpret documents such as laws, policies, regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to respond effectively to inquiries orally and in writing. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of all requirements as prescribed by State regulations. Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

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