

DEPUTY SHERIFF

Department: Wagoner County Sheriff - Wagoner, OK

Job Definition: Under general supervision, exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Exercises independent judgment in dealing with dangerous or unusual situations, exercising safety practices and procedures. Works under stressful, high risk conditions. Reports to assigned Sergeant or Lieutenant.

Description: Patrols an assigned district in a patrol car for the purpose of observing the area for possible criminal activity or other conditions that could endanger public safety, investigating complaints, and enforcing laws; maintains high visibility. Investigates and reports accidents, dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions. Investigates crimes, interviews witnesses, complainants, and victims; and gathers physical evidence and preserves for court; conducts follow up investigations as needed. Enforces all felony and misdemeanor laws of Oklahoma. Apprehends, arrests and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests. Serves warrants, summonses, subpoenas, civil and other official papers. Serves as witness in court and provides evidence in court as required. Responds to emergency calls, such as robberies, burglaries, kidnappings, and assaults; and practices safety procedures in answering and responding to calls. Checks residential and commercial property for security as requested; checks on Senior Citizens as requested. Assists motorists in various situations as needed. 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; and renders first aid in emergency situations. Prepares, processes, and/or transmits various reports as required. Records information concerning events that took place during tour of duty, and records such activity in the manner as prescribed by department policy. Maintains weapons and equipment in functional and presentable condition. Transports mental patients and prisoners to prescribed locations as necessary. Accounts for and transports evidence coming into custody. Answers questions asked by the general public, works with juveniles and adults in related matters; refers public to person or agencies which can provide further assistance as required. Works under stressful, high risk conditions. Makes decisions at the crime scenes which may be centered around life or death situations; performs special projects as directed by the Sheriff. Watches for wanted or missing person and lost children; administers first aid to the injured in emergency cases; and reports animals on roadway as necessary, attends shift meeting, seminars, and training sessions as required to remain knowledgeable of operations and promote job performance. Attends required periodic training sessions and seminars; Maintains required level of proficiency in the use of firearms, and evasive action/driving skills. Takes active charge in serious or unusual situations.

Required Skills: Must be CLEET certified; must be able to read and write at a high school level; possess basic typing skills; ability to read and write at a high school level; possess principles of direct supervision; desktop and laptop computers; ability to gain respect and cooperation of others; to keep alert and vigilant; to exercise initiative and independent judgment; to understand and follow oral and written instructions; and to deal tactfully with others. Must pass MMPI, drug test, written and physical testing, and interviews.

Physical Requirements: While performing the duties of this position, the employee is required to sit, stand, run, step side to side, step forward and backward, lean forward and side to side, lift up to 45 pounds, use hands & fingers, reach and stretch with hands, arms, and legs; climb, balance, stoop, kneel, crouch, squat, crawl on hands and feet, crawl while on stomach, lift knees to waist level, maneuver through a standard sized window opening, drag 180lbs a distance of 20 feet, stand unassisted from a supine and prone position, climb stairs, and maneuver over a 5 foot obstacle

Education / Experience: High school diploma or general education degree (G.E.D.).

Licenses/Certificates: Valid Oklahoma Drivers License, CLEET Law Enforcement certification

Salary Range: \$2,800.00 - \$3,285.70

Work Schedule: Shift work