



**Franklin**  
COUNTY KANSAS

EST. 1855

# Job Opening Announcement

**Position Title:** Sheriff's Deputy

**Department:** Sheriff's Office

**Position Summary:**

Under the supervision of a Patrol Sergeant, the Sheriff's Deputy completes law enforcement work in the protection of life and property. Work involves patrolling County areas, enforcing the law, securing compliance with traffic regulations and making preliminary investigations at the scene of a crime or a traffic accident. Work involves an element of personal danger. The Sheriff's Deputy must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. Work is performed under the general supervision of the Sheriff who reviews work methods and results through reports, inspections, and instructions.

**Franklin County participates in the Kansas Public Employees Retirement System (KPERS & KP&F).**

**How to Apply:** Complete On-Line Application at Current Job Openings at <https://ks-franklincounty.civicplushrms.com/careers/>

**Base Rate:** \$18.28 per hour

**Date to Close:** Open Until Filled

*Position may close to applications without notice.*

Questions regarding this job announcement shall be directed to the Human Resources Department at 785-229-3444 or via e-mail at [humanresources@franklincoks.org](mailto:humanresources@franklincoks.org).

**Additional Information:**

***Franklin County conducts background checks and drug screenings on all potential candidates.***

*Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.*

*Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the agreement and is subject to change as the County's needs and requirements of the job change.*

*The State of Kansas and Franklin County are At-Will Employment jurisdictions.*

***Franklin County is an Equal Employment Opportunity Employer***

## Franklin County, Kansas Job Description

<b>Title:</b> Deputy	<b>Grade:</b> 17
<b>Reports To:</b> Sergeant	<b>FLSA:</b> Non-Exempt
<b>Department:</b> Sheriff	<b>Modified Date:</b> 01/2018

### JOB SUMMARY:

Under the supervision of a Patrol Sergeant, the Sheriff's Deputy completes law enforcement work in the protection of life and property. Work involves patrolling County areas, enforcing the law, securing compliance with traffic regulations and making preliminary investigations at the scene of a crime or a traffic accident. Work involves an element of personal danger. The Sheriff's Deputy must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. Work is performed under the general supervision of the Sheriff who reviews work methods and results through reports, inspections, and instructions.

### ESSENTIAL FUNCTIONS:

- Maintains chain of command by carrying out the orders and directives of his or her supervisor;
- Works to prevent and to investigate crime, to protect life and property, care and custody of prisoners, communications, vehicles and equipment;
- Utilizes sound law enforcement deployment practices in maintaining law and order and in responding to emergency situations;
- Patrols County areas to preserve law and order, and to prevent and to discover the commission of crimes;
- Performs security patrols, traffic control, investigations and detection, investigates and arrests persons involved in crimes or misconduct; enforces laws, prevents and discovers crimes, maintains order, and answers calls and complaints;
- Answers a wide variety of calls and complaints involving automobile accidents, robberies, domestic disturbances, citizen assistance, and other misdemeanors and felonies;
- Takes and preserves evidence at the scene of an accident or crime;
- Administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, makes arrests and escorts prisoners to jail;
- Responds to County fires and other emergencies such as snow storm warning, flooding and tornadoes;
- Investigates criminal actions or traffic accidents, writes reports, and testifies in court;
- Collects delinquent taxes;
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances;
- Assists citizens with such matters as locked or stalled vehicles;
- Performs community policing to include crime prevention, traffic safety, neighborhood discussions;
- Investigates crimes and scenes to include dusting for latent fingerprints; obtaining fingerprints from suspects; interviewing suspects and witnesses; gathering and preserving evidence, taking measurements, photographs, developing leads and tips; searching scenes for clues; and analyzing and evaluating evidence;
- Works with other law enforcement personnel including fire and emergency management services;
- Provides testimony in court proceedings by describing conditions, situations, and actions;
- Issues written citations for traffic and other minor violations;
- Writes and prepares detailed incident, investigation, activity, and other reports.
- Prepares a variety of reports and records, including but not limited to the Kansas Standard Offense and Arrest Reports (KSOR/KSAR), Officer's Daily Activity Report (DAR), reports of investigation, alcohol reports, DUI check list, vehicle impoundment form, etc.;
- Serves civil process papers including but not limited to summons, citations, garnishments, hearings to appear, income withhold orders, move-out orders, notice to appears, court orders, orders to appear and show cause, out-of-county papers, out-of-state papers, protection from abuse orders, subpoenas, tax warrants, and writs;
- Performs duties in Detention Center and district court involving escorting and supervising inmates;
- Helps to maintain department records;

- Other duties as assigned.

## **SECONDARY FUNCTIONS:**

- Performs other related duties as required.
- Performs Court Security.

## **SUPERVISORY FUNCTIONS:**

- None.

## **MINIMUM QUALIFICATIONS:**

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **REQUIRED EDUCATION/OR EXPERIENCE:**

- High School Diploma or GED;
- or one year to two years related experience and/or training;
- or equivalent combination of education and experience.

## **PREFERRED EDUCATION/OR EXPERIENCE:**

- Associate's degree Criminal Justice, Sociology, Psychology or related field from a two year-college or technical school;
- or two to three years related experience and/or training;
- or equivalent combination of education and experience.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- Possess valid driver's license;
- Possess or be able to obtain Kansas Law Enforcement Certification within one year of employment;
- Must meet annual Kansas State requirements for law enforcement certification.

## **KNOWLEDGE OF:**

- Agency rules and regulations;
- Criminal law, investigation and crime prevention methods;
- Rules of evidence and laws governing the custody of persons;
- Practices and procedures of good administration;
- County ordinances, policies, rules and regulations;
- Public personnel management and supervisory principles and practices;
- Data Entry procedures and protocols;
- Mental illness and crisis intervention;
- Law enforcement safety equipment and standards;
- Firearm, radios and physical restraint devices;
- The geography of Franklin County, Kansas;
- Basic first aid techniques;
- The operation of communication equipment and the procedures for handling jail inmates.

## **SKILL IN:**

- Resolving conflicts with tact and diplomacy;
- The safe operation and handling of a motor vehicle;
- Observing situations analytically and objectively, making quick decisions, and recording information clearly and completely;
- Use and care for firearms and other issued equipment;
- Completing all data entry into the required database within prescribed timeframes;

- Use of personal computers, and competency with desktop and application software including but not limited to Microsoft Office.

#### **ABILITY TO:**

- Adjust to varying posts or job-site assignments, rotating shift assignments, irregular hours and on-call or call-back status and irregular schedules including completion of work assignments on weekends and holidays;
- Endure verbal and mental abuse when confronted by hostile views and opinions of citizens, detainees, etc.
- Interact with the public in a professional and courteous manner;
- Analyze situations and to take quick, effective, and reasonable courses of action;
- Process a crime scene, including latent prints, evidence collection, photographs, etc.;
- Interview victims, witnesses and suspects in a professional manner and obtain accurate and detailed information;
- Write clear, comprehensive, accurate reports;
- Exchange information both orally and in writing, compose typewritten reports, and speak with other law enforcement personnel;
- Work under adverse conditions of violence, danger, environment, and emotional stress responding to complaints and assistance requests;
- React quickly and calmly under emergency conditions;
- Display sound judgment in making work decisions;
- Deal courteously and fairly with the general public;
- Consistently report for duty at the time and place specified;
- Maintain effective working relationships with co-workers, Court personnel, Law Enforcement personnel, management, public officials, and the public.

#### **PHYSICAL CONDITIONS:**

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; use hands to finger, handle, or feel; reach with hands and arms and talk or hear;
- The employee is frequently required to walk;
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, crawl, or smell;
- The employee must occasionally lift and/or move up, push or pull up to 25 pounds; push or pull up to 50 pounds without assistance and up to 100 pounds or more with assistance;
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

#### **WORKING CONDITIONS:**

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. While performing the duties of this job --

- The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals;
- The employee is occasionally exposed to outside weather conditions; risk of electrical shock and explosives;
- The position involves an element of personal danger.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*