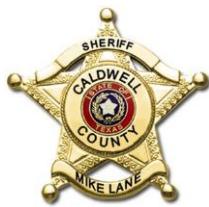




MIKE LANE, SHERIFF

1204 Reed Drive, Lockhart, Texas 78644 Phone
No. 512-398-6777 | Fax No. 512-376-4376



DEPUTY

Salary: \$ 61,779.12

Summary

Under close supervision, enforces all laws of the State of Texas and Caldwell County; and protects the citizens of Caldwell County and anyone traveling through Caldwell County. Protects the life and property of the citizens; and helps keep Caldwell County free of crime.

Essential Functions include the following. (Essential functions, and defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.) Other duties may be assigned.

Tasks

Enforces the civil and criminal laws of Texas; patrols subdivisions and watches for suspicious activity; takes citizen complaints such as animal disturbances, suspicious vehicles and persons, assaults, thefts, criminal mischief, burglaries, 911 hand-ups, runaways, etc.; enforces traffic laws including school zones, construction zones, subdivisions, and County roads; follows up on cases being investigated; assists other agencies (e.g. fire, EMS, Department of Public Safety, traffic control, etc.); testifies in courts as needed.

Maintains patrol vehicle and equipment issued; observes activities while on patrol; performs public relations activities as requested; protects victims of crimes from further violence; assists detectives and supervisors as needed; maintains a high profile in the community; issues citations for speeding, reckless driving, failure to yield, failure to stop at a red light, running a red light, etc.; takes reports from victims or witnesses; types reports; returns phone calls; provides traffic control in high traffic control areas and school zones.

Responds to major traffic accidents and assists medical personnel with injured; performs civil standby to ensure no violence occurs between members of the public; checks business during closed hours, communicates with the public; takes reports on property damage; answers civil questions; assists public with non-law enforcement related problems (e.g. changing tires, giving rides to abandoned people, being a family counselor, marriage counselor, and disciplinarian for parents with unruly children.)

Performs Field Training Deputy responsibilities; documents all activities and writes reports of what happened; assists in the training of new deputies that are employed by the County; attends public meetings to assist the public in identifying problem areas and deciding the most appropriate remedy; prevents crime in the community through public education and resource information; provides the media with information for the community on major investigations or crimes; serves as a "sole source" of information to the media.

Instructs the DARE curriculum to fifth grade students and visits kindergarten through fourth grade; prepares and presents DARE classes; gather materials; meets with teachers; serves as a School Resource Officer at a local high school providing very high visibility; plans and implements programs to keep students from being improperly influenced; removes suspects from dangerous situations and

administers first aid as needed; executes warrants on wanted person; extradites wanted persons from other jails.

Supervisory Responsibilities

Generally none, although occasional lead or FTO assignments are made.

Qualifications to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of the Sheriff's Department mission, goals, and objectives.

Knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures.

Knowledge of methods and techniques to use to dispel a situation.

Knowledge of the functions of a deputy in the Caldwell County Sheriff's Office.

Knowledge of legally acceptable restraint methods.

Knowledge of the various assignments within the different divisions of the Sheriff's Office.

Knowledge of the principles and practices of supervisions.

Skill in listening.

Skill in oral communications in both one-on-one and group situations.

Skill in following oral and written orders.

Skill in interacting with people at all socio-economic levels.

Skill in remaining calm under stressful situations.

Education and Experience

One year of law enforcement experience; OR an equivalent combination of education and experience.

Other Qualifications, certificates, Licenses, Registration

Certification as a peace officer by the Texas Commission on Law Enforcement Standards and Education.

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 the job, the incumbent is regularly required to sit and drive a motorized vehicle for half of the shift. The employee is occasionally required to stand and/or walk for medium distances; and must be prepared at all times to perform high risk activities in the protection and service of the public.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing 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 the job, the incumbent spends most of the sitting in a patrol vehicle; and routinely will be required to leave the vehicle to address concerns of the public; and must always be prepared for the potential for inclement weather and physically harmful occurrences.

Employee Signature

Date