

# Murray County Position Description

**Classification:** Deputy Sheriff  
**Reports to:** Murray County Sheriff  
**Supervises:** No direct reports

**Department:** Sheriff Department  
**Location:** Murray County Law Enforcement Center  
**FLSA Classification:** Hourly/Non-Exempt

## Position Summary

The purpose of this position is to protect life and property in Murray County and to enforce City Ordinances, County, State and Federal Laws. Duties include but are not limited to investigating criminal activity; interviewing victims, interrogating suspects; writing reports; responding to accidents; civil process; prisoner transport; evidence collection; serving warrants; executing of court orders; responding to law enforcement related calls and assist the County Sheriff.

<b>Essential Duties and Responsibilities</b>	<b>%</b>
<p><b>Investigate crimes, make arrests and collect evidence</b></p> <ul style="list-style-type: none"> <li>• Interview suspects, victims, witnesses and involved parties;</li> <li>• Responsible for evidence handling;</li> <li>• Responsible for filing requests for formal criminal charges, search warrant applications, search warrant execution and coordination with other agencies;</li> <li>• Provide communication regarding ongoing investigations.</li> </ul>	50
<p><b>Serves as Patrol Officer</b></p> <ul style="list-style-type: none"> <li>• Patrol Town and Roadways and respond to emergency calls according to policies and procedures;</li> <li>• Investigate crimes, make arrests and collect evidence; which includes interviewing suspects, collecting evidence and coordinating with other agencies;</li> <li>• Transport prisoners and court security and prepare and testify in court;</li> <li>• Coordinate in civil defense emergencies and provide support in rescuing individuals;</li> <li>• Provide Murray Court with information regarding cases and provide court testimony and evidence to support the court process;</li> <li>• Establish and maintain effective relationships with surrounding EMS, FIRE, First Responders and other agencies dealing with accidents and 911 calls;</li> <li>• Provides supervision of work to Dispatch and Jr. Officers and Part-Time Deputies, in absence of the Sheriff;</li> <li>• Joint Agency investigations or EMS related incidents result in supervision by Deputy Sheriff at the time of incident or investigation;</li> <li>• Provide departmental assistance.</li> </ul>	45
<p>Other duties as apparent or assigned.</p>	5
<p>The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).</p> <p>If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.</p>	

## **Qualifications**

**Education:** Minimum of a High School diploma/GED and two-year degree in law enforcement or related field.

### **Requirements:**

- Must be licensed by the Minnesota Peace Officers Standards and Training Board and attend at least 48 hours continuing education every three years;
- Valid MN Driver's License;
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Ability to write reports, business correspondence, and procedure manuals;
- Ability to use leadership skills, to verbalize orders/commands so that the public and staff understand exactly what is being said and expected;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Must have received Bureau of Criminal Apprehension CJIS certification within one year of date of hire;

### **Physical Demands and Working Conditions**

- Activities that are done the majority of the time include: standing, sitting, talking or hearing, using hands to handle, finger or feel, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms, and taste or smell. Occasional activities include: walking and weight to be lifted or force be exerted up to and more than 100 pounds.
- Vision requirements are close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- There are many physical demands for a deputy. On patrol require close attention to all areas and surroundings. On traffic stops must watch for detail that would show violations. Must be able to smell odors of illegal/legal drugs and tell the differences in color, shape and size. Must be able to lift and move things from people to stretchers in the ambulance.
- This position works a combination of days, nights, and weekends. On call requires the employee to stay home and answer calls and be available to respond to a call within a reasonable period of time. The schedule can be a combination of 8, 10, and 12 hours shifts as determined by the Sheriff or Chief Deputy.
- Exposure to outdoor weather conditions, extreme cold (non-weather) and extreme heat (non-weather) is frequent. Working in fumes or airborne particles amounts is occasional. Time is spent in wet humid conditions (non-weather), working near moving mechanical parts, working with explosives and vibration is rare.
- Employee is frequently involved in areas of loud noise.

### **Equipment Utilized**

- Majority of the time is spent operating equipment, such as squad car, squad radio, radar unit, siren, lights, portable radio, shotgun, handgun, boat, jet skis, and snowmobile.
- Required to adjust radar unit, shotgun and handgun; responsible to check equipment for repairs, squad car, lights, shotgun and handgun etc. and notify Sheriff or Chief Deputy for approval of repairs.
- Must be able to use Microsoft Office software and operate operating equipment, such as telephone, typewriter, copy machine, calculator, fax machine, postage machine, personal computer and various printers.
- Ability to operate a vehicle.