



Class Title:	Deputy Sheriff
Department:	Sheriff
Established:	July 1, 2021
Category:	Protective Service
Revised:	March 10, 2026
Salary:	\$52,744

GENERAL STATEMENT OF DUTIES:

The Deputy Sheriff performs general duty law enforcement work in protecting the lives, property, and rights of citizens in the County.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform a variety of law enforcement duties in a variety of assignments such as patrol, criminal and civil paper processing, school resource officer, community policing, crime prevention, court officer and community service. Employees usually perform a single assignment for a period but must be able to fill in for others in patrol, enforcement, investigation and other activities. Employees must exercise judgment, initiative and calm control when performing duties, but more difficult problems are normally carried out under the direction of or in conjunction with the Patrol Sergeant. Work involves frequent public contact that requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Work is often performed under stressful emergency conditions and frequently involves personal hazards. The employees are subject to hazards associated with law enforcement including working with both inside and outside environments, in extreme cold weather, and exposure to various hazards such as exposure to atmospheric conditions, noise, vibration, and physical conditions. Employees may be subject to Level III OSHA Standards on blood borne pathogens depending upon area of assignment and may be required to work in close quarters. Work is performed under the direct supervision of the Patrol Sergeant and Lieutenant, and is evaluated through observation, review of reports, and discussion concerning how particular incidents or activities were handled.

DUTIES AND RESPONSIBILITIES:

- Responds to calls for assistance.
- Conduct preliminary investigations of crimes and complaints.
- Transports prisoners and mental patients.
- Detects unusual conditions, and may maintain surveillance and observation for stolen cars, missing persons, or suspects.
- Help victims.
- Performs traffic control work.
- Apprehends suspects.
- Conducts self-initiated crime prevention contacts.
- Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior, and other needs.

- Completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.
- Serves criminal papers such as warrants, subpoenas, notices of hearing, order of forfeiture, and commitment papers.
- Locates people to serve papers, explains briefly the meaning of the papers being served, and makes arrests when necessary.
- Serves civil process papers such as civil summons, magistrate summons, notice of rights, subpoenas, and court orders dealing with child support, child custody, and domestic violence.
- Explain briefly the meaning of papers served and remain on the scene after serving certain papers until the civil process is completed.
- Serves as Bailiff during district and superior court.
- Maintains court security.
- Make security checks in courtroom, transports inmates between the jail and courtroom.
- Opens and closes court.
- Maintains order in the courtroom.
- Takes individuals into custody and transports to detention.
- Patrols interstate in search of illegal controlled substances, US currency, weapons and wanted persons.
- Serve as a School Resource Officer.
- Provides security advice to students, parents, and administrators.
- Investigates criminal activities within the school.
- Ensures the safety of students and administrators.
- Testifies in court concerning law enforcement tasks performed.
- Processes prisoners.
- Attend required and voluntary in-service training to maintain certifications and increase skills.
- Checks in on elderly or disabled citizens.

Additional Job Duties

- Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the operations, functions, procedures, and legal processes of the Sheriff's Office.
- Working knowledge of the state and federal laws, local ordinances and policies relating to arrest, search and seizure, and traffic control.
- Working knowledge of law enforcement principles, practices, methods and equipment.
- Working knowledge of the criminal and civil papers issued by the courts and the practices involved in serving them.
- Working knowledge of the geographic layout of the County as to locations of roads, important buildings, and other landmarks.
- Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain cooperative and effective public relations with the community.

PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally, and 50 pounds of force frequently, and up to 20 pounds of force constantly.
- Must possess the visual acuity to conduct visual inspections, complete reports, operate a motor vehicle, perform extensive reading and use computer.

DESIRABLE EDUCATION AND EXPERIENCE:

Completion of high school and possession of a Basic Law Enforcement Training (BLET) Certificate.

SPECIAL REQUIREMENTS:

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed requirements established by the North Carolina Criminal Sheriff's Training and Standards Commission for Sworn Sheriff's Deputies.