

FORSYTH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DEPUTY SHERIFF I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform security and general work functions associated with providing and maintaining security, safety, care, and control of inmates in the county jail, and other functions of the Sheriff's Office not requiring POST mandate.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces all correctional institution rules and regulations; maintains inmate discipline; maintains a secure and peaceful environment in the county jail.

Supervises, observes, and monitors inmate activities inside the facility on a continual basis; supervises inmates working in the jail and while in the yard; takes counts of inmates as required.

Monitors security of jail facility; manages key control for the housing floor; inspects doors, fences, and other areas to assure facility security; monitors alarms and observes closed circuit television screens; operates security doors and gates via master control panel.

Searches inmates, visitors, mail, cells, building, and grounds to locate and remove contraband or weapons; performs lockdown of all inmates and checks cell doors.

Processes incoming inmates per established procedures; takes pictures and fingerprints; completes applicable documentation; secures and records personal property; explains jail rules and regulations; assigns housing quarters.

Establishes and administers inmate financial accounts; records and secures payments; provides inmates with necessary request forms.

Performs various functions associated with ensuring the health, safety and welfare of inmates such as distributing meals, providing clothing, bedding and supplies, obtaining medical aid, coordinating visitation and telephone communications, and distributing mail.

Assists with medications, provides first aid, and/or CPR when needed.

Responds to prisoner, employee, or facility emergencies and initiates established emergency procedures; operates fire suppression or other equipment required to effectively manage the situation.

Provides safety and security while escorting inmates from one area to another within the courthouse, medical facilities, or elsewhere as directed.

Mediates disputes between inmates and/or staff members; counsels and/or disciplines inmates as required.

Determines bond amount from appropriate schedule when applicable; discusses higher bond amounts with supervisor; completes bond documentation.

Notifies inmates of pending release or transfer; conducts release of prisoners per established procedures; prepares and/or completes applicable forms and obtains appropriate signatures.

Enters data on and retrieves information from the computer system such as inmate charges, classification, housing, release dates, and watch/shift activity; runs GCIC/NCIC background checks and reviews warrants.

Communicates with staff of adjoining shifts to gather/exchange information on inmate activities; may perform duties as officer of an assigned shift.

Responds to routine questions, complaints, and requests for information or assistance from inmates, the public, family members, visitors, court personnel, medical staff, attorneys, clergy, social workers, members of the staff, or other individuals.

Attends meetings and in-service training as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing state/municipal policies, procedures, codes and civil/criminal laws.

Documents all activity conducted in assigned position; completes/prepares a variety of forms, data sheets, requests, logs, reports, and various other documents associated with routine duties of this position; maintains files and records.

Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when activities are related to investigations within county jurisdiction.

ADDITIONAL FUNCTIONS

This classification is designated as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Communicates via telephone and two-way radio; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Performs various administrative tasks which may include issuing supplies, setting up for magistrate court, church, visitors and educational classes, distributing newspapers and books, and cleaning assigned post.

Substitutes for co-workers during temporary absence of same; provides guidance, training, and/or assistance to other department personnel.

May be required to regularly work on various shifts, weekends, and/or holidays as deemed necessary.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; no previous experience required. Must possess and maintain a valid Georgia driver's license. Must obtain and maintain Georgia Peace Officer Standards and Training (POST) Basic Jail Officer Training certification. Must be certified in basic first aid and cardiopulmonary resuscitation (CPR). May be required to pass a background investigation and obtain and maintain a GCIC/NCIC certification. May be required to attain and maintain other certifications as related to position. Must be 18 years of age.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort under hazardous and stressful conditions, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, violence, disease, or pathogenic substances.

Forsyth County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.