



Title: Chief Deputy Sheriff

FLSA Status: Exempt

Department: Sheriff

Updated: 11/2022

General Definition of Work

Performs difficult work assisting with the direction of all activities of the Sheriff's Office; assumes responsibility in Sheriff's absence, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Sheriff.

Supervision is exercised over all department personnel.

Essential Functions

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, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Reviews and assigns reports.
- Attends meetings and councils.
- Schedules employees and reviews time sheets.
- Handles public reports and complaints.
- Purchases equipment and assists with budget.
- Prepares various reports, creates documents and inventories.
- Supervises employees; conducts job evaluations; assumes department responsibility in Sheriff's absence.
- Enforces local, state, and federal criminal and traffic laws, including adult and juvenile.
- Patrols County and responds to various service calls; provides residential and business security checks, as requested.
- Testifies in court; presents evidence; explains facts to Judge or jury.
- Investigates water related accidents; interviews witnesses/suspects; collects physical evidence; takes photographs; completes investigation report.
- Assists with grant writing and reporting to state and federal entities.
- Responds to natural disasters, accidents, or fires; works with other rescue units.
- Responds and investigates motor vehicle accidents; administers first aid.
- Sets up clients on court ordered electronic home monitoring and jail commitments.
- Commands the West Central SWAT team Serve as Chief Law Enforcement Official in the absence of the Sheriff.



Knowledge, Skills and Abilities

Thorough knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement; thorough knowledge of scientific methods of crime detection, criminal identification and radio communication; ability to use resourcefulness and sound judgment in emergencies; ability to evaluate the effectiveness of the law enforcement operation and to institute improvements; thorough knowledge of the geography of the County; thorough skill operating a personal computer and applicable hardware and software; ability to compute rates, ratios and percentages, ability to communicate orally and in writing; ability to establish and maintain effective working relationships with County officials, associates and the general public.

Minimum Qualifications

Associate or Technical degree and minimal experience, or a combination of equivalent education and experience.

Special Qualifications

Minnesota Peace officers Standards & Training License.
First Responder/CPR certified.
Instruction in all use of force tools and liability.
800 MHz radio instructor.
Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification regularly involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Frequent
Up to 50	Occasional
Up to 100	Occasional
100 or more	Occasional

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.