



Sheriff Deputy I

Employer

Cowley County
311 E 9th
Winfield, KS 67156

JOB TITLE: Sheriff Deputy I

DEPARTMENT: Sheriff

STARTING PAY: \$18.88

Position Summary:

Under supervision, performs duties related to the enforcement of federal, state, and county laws, protection of life and property, and assisting the public.

Essential duties and responsibilities:

- Patrols an assigned area within the County to deter illegal activities, to enforce Federal, State and County laws, to protect individuals and property;
- Responds to complaints, crimes, disturbances, accidents and other related situations;
- Performs missing persons searches;
- Communicates with other agencies;
- Performs criminal investigations;
- Obtains physical and other evidence and statements necessary for reporting facts and circumstances of incidents, for charging individuals with offenses, and for follow-up detailed investigations;
- Appears in court to offer testimony;
- Meets and confers with attorneys on legal questions;
- Obtains search warrants and arrest warrants;
- Makes arrests of individuals as required;
- May transport prisoners to and from courts and institutions;
- Prepares and maintains a variety of reports, records and logs necessary to report daily activities and specific incidents;
- May be assigned to serve civil processes and execute warrants;

- Utilizes a word processor; observes and controls vehicular traffic and enforces traffic laws;
- Deals with traffic accident situations;
- Operates radar and breathalyzer;
- Provides counseling to families and individuals in disturbance situations, offers assistance to citizens and visitors including providing directions and calling for vehicular roadside assistance;
- Conducts talks with individuals and groups on public safety and law enforcement issues;
- May work at special events representing the Department;
- Takes in-service training to attain and maintain State certification;
- Performs other duties as assigned.

Position Requirements:

Qualifications:

- Working knowledge, or ability to learn, State and Federal statutes and ordinances.
- Working knowledge of first aid and medical procedures and practices.
- Working knowledge of County geography and surrounding areas including roads, streets, landmarks, buildings and similar features.
- Some knowledge of the principles and techniques of photography and fingerprinting.
- Ability to learn proper law enforcement principles, procedures and practices.
- Skill in the use of law enforcement vehicles, firearms, breathalyzer, typewriter, related law enforcement equipment principles and practices of self-defense.
- Ability to remain calm in stressful situations and to apply logical thinking in determining a proper course of action in a minimum of time.
- Ability to follow written and verbal instructions and to maintain confidentiality.
- Ability to perform a high level of sustained physical activity.
- Ability to communicate clearly and concisely verbally and in writing.
- Ability to establish and maintain effective working relationships and to interact effectively with superiors, co-workers, prisoners, and the public.

Experience and Training

- Any combination of experience and training equivalent to graduation from high school or GED; one year of experience involving public contact is preferred.

Special Requirements:

- Must be certified as a law enforcement officer by the State within one (1) year of appointment; must possess or be able to obtain a valid driver's license.



Application Instructions:

Please e-mail all applications to: adminoffice@cowleycountyks.gov .

You can mail or drop off an application to:
Administrative Services Manager
Mary Read
311 E. 9th Winfield
Kansas 67156.

Cowley County is an equal opportunity employer.

