



VALLEY COUNTY JOB DESCRIPTION

MARINE DEPUTY

Department: Sheriff's Office
Date Established: 1/2018

Reports to: Marine Sergeant
Date Revised:

Pay Grade: Seasonal
FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Marine Deputy actively seeks to maintain the safety and well-being of all persons who use the waters of Valley County and protect associated property and property owners. This position promotes boater safety through education, public assistance, and enforcement of boating laws and regulations. Some latitude is granted to the employee for independent judgment and initiative but work is subject to stringent state and county legal guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforces state and local laws and ordinances;
- Educates the public on marine laws and safety procedures.
- Operates patrol boats, trailers, trucks and other miscellaneous equipment.
- Inspects and performs general maintenance on all marine equipment.
- Maintains logs, reports, and other necessary paperwork.
- Maintains contact with dispatch and marine supervisors.
- Issues citations for violations and provides documentation in support of violations.
- Boards and inspects boats and other watercraft as specified in operating procedures.
- Provides assistance to any vessel in distress.
- Performs investigations of accident scenes and crimes.
- Responds to calls for service and takes appropriate action;
- Determines the existence of probable cause and identifies and takes suspects and offenders into physical custody, or refers charges for review and prosecution;
- Prepares reports of arrests made, activities performed, and unusual incidents observed;
- Takes suspect or offender into custody and safely delivers them to appropriate confinement location;
- Performs all work duties in any type of weather;
- Responds to Commissioners', elected officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Must be able to develop and maintain working relationships with the public, fellow employees, and supervisors;
- Must be reliable and arrive to work on time.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- On call after regular duty hours to respond to emergency situations;
- May be required to make court appearances on off-duty time;
- Executes subpoenas and warrants;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

- High school diploma or equivalent;

- Must be 21 years of age or older with at least 2 years of proven work experience.
- Must be able to work in a marine environment.
- Must be able to work submerged in water using proper safety equipment.
- Must be able to pass a basic swim test.
- Must be able to pass P.O.S.T. physical fitness requirements.
- Ability to become basic first aid and C.P.R. certified.
- Successful completion of the Department's Field Training Program; or an equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Knowledge of safe boating operations, laws, and ordinances;
- Familiar with Valley County waterways;
- Understanding of methods, objectives and procedures of law enforcement practices;
- Knowledge of officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Ability to perform standard First Aid administration;
- Ability to operate personal computers and job-related software;
- Knowledge of crime prevention and education techniques.
- Ability to work independently as well as in teams;
- Ability to understand and apply departmental, state, and local law enforcement procedures, policies, rules, and regulations;
- Ability to analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Skilled at dealing effectively with the public in controversial, emergency, emotional, and stressful situations.
- Ability to operate law enforcement vehicles, boats, and equipment.
- Ability to cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Must be able to establish and maintain effective relations with fellow employees, citizens with varied racial, religious, ethnic or economic backgrounds, and other law enforcement agencies;
- Demonstrated proficiency in the use and care of firearms;
- Demonstrated proficiency in the exercise of defensive tactics;
- Ability to operate radio, audio and video equipment, and related specialized enforcement equipment;
- Ability to prepare accurate and grammatically correct written reports;
- Must be able to maintain a moderate level of physical fitness to perform essential job functions;
- Must uphold the Law Enforcement Code of Ethics at all times;
- Ability to work varied shifts, including weekends and holidays;
- Strong oral and written communication skills;
- Ability to listen carefully for understanding;
- Ability to use good judgment to make sound and reasonable decisions;
- Strong problem-solving skills;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

Other Job Requirements

- Must be able to pass a thorough background check;
- Must maintain POST certification through 40 hours of certified training every two years;
- Employee is subject to random drug testing.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee must have sufficient physical and mental capability to work indoors and outdoors in all weather conditions, swim and perform rescue operations in lakes and rivers, operate a boat, operate rescue equipment, interrogate and interview people, discern noises that may require investigation and conduct telephone and radio communication; perform visual surveillance, sight and shoot a firearm, gather evidence at crime scenes and coordinate and conduct detailed investigations; direct traffic, write reports, utilize equipment required and operate motor vehicles. The employee is constantly required to stand, sit, bend, stoop, grasp and reach repeatedly, maneuver through and over rough, uneven, slippery or rocky terrain, perform search activities for extended periods of time, physically apprehend and restrain an individual and perform all duties required in a law enforcement environment. The employee is regularly confronted with dangerous and life-threatening situations.