



Job Title: Sheriff's Office Patrol Deputy	Salary: \$52,894-\$71,739 DOE
Department: Sheriff	Location: San Juan County
Effective Date: January 2011	Safety Sensitive
Revision Date: April 2025	FLSA Status: Non-Exempt

GENERAL PURPOSE

Under the general direction of the Road Sergeant, performs a wide range of professional law enforcement duties intended to secure a safe environment for county citizens and to protect rights as established by federal, state and local laws at the full performance level.
\$53,844-\$71,739.

SUPERVISION RECEIVED

Works under the supervision of the County Road Sergeant.

SUPERVISION EXERCISED

May provide supervision to the general public.

AUTHORITY

Law Enforcement Officers derive their authority from the Sheriff, upon being sworn into their positions, pursuant to 53-13-103, Utah Code Annotated.

Corrections Officers derive their authority from the Sheriff, upon being sworn to their position, pursuant to 53-13-104, Utah Code Annotated.

EXAMPLE OF GENERAL AND ESSENTIAL DUTIES

Enforces federal, state, and local laws and performs arrests for criminal activities; serves criminal warrants as required by federal, state, and local statutes.

Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances, assists stranded motorists, checks for suspicious vehicles, determines violations and makes arrests.

Investigates auto, aircraft and industrial accidents, conducts searches for lost, missing or drowned persons, assists county coroner concerning death investigations and transportation of bodies, delivers death and other emergency messages, performs investigations of offenders and performs other routine detective duties in the course of eliminating criminal activities.

Reports to accident scenes to render first-aid to injured persons and control traffic in the area, investigates cause of accident and prepares reports on details after determining responsibility for accidents.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults and vandalism, prepares initial investigation reports on scene of crime, gathers evidence and interviews victims and witnesses.

Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge(s) against him/her).

Serves as an agent of the court in satisfying criminal warrants and writs of execution, restitution or attachment, locates persons named in criminal warrants and executes the warrants, provides courtroom testimony as required.

Transports prisoners and mental subjects/patients to and from courts, prison and mental hospitals.

May be required to work as a corrections officer. Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in reading, writing, and basic math; Skill in word processing and basic computer programs; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Skill in document composition; Ability to coordinate multiple tasks efficiently; Ability to remain calm in emergency situations; Skill in the operation of firearms and equipment related to assigned duties; Knowledge of the principles and practices of weaponless defense; Knowledge of current statutes, laws and local, State, and Federal codes; Skill in analytical problem solving; Skill in conducting investigative interviews; Ability to understand criminal documents including arrest reports, and criminal histories; and Knowledge of investigative procedures and techniques.

PHYSICAL DEMANDS

Incumbents must meet physical requirements established by P.O.S.T. and be required to successfully complete annual department fitness testing. Regularly walk, stand, or stoop;

Occasionally lift, carry, push, pull or otherwise move objects or restrain individuals typically weighing 180 pounds or more; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Occasionally sit at a desk or table; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; Communicate via radios.

WORKING CONDITIONS

Work is typically performed in the field and is performed for sustained periods outdoors and regularly in hot, cold, or inclement weather. Work regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset. Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals. Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves. Incumbents typically work a variety of shifts on a rotational schedule including nights, weekends, and holidays.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Equivalent to a high school diploma; must be at least 21 years of age; Must pass P.O.S.T. Certification; Selected applicants are subject to, and must pass, a full background check. Must complete 40-hours of training per year to maintain certification including but not limited to firearms and Emergency Vehicle Operation training.

2. Required Knowledge, Skills and Abilities:

Thorough knowledge of traffic code, juvenile code, civil procedures and criminal code, thorough knowledge of specialized law enforcement equipment such as radar and intoxilyzer, thorough knowledge of local, state and federal laws, thorough knowledge of procedures and techniques of police work, thorough knowledge of arrest, search and seizure laws, of booking procedures and of court procedures, thorough knowledge of departmental operations and procedures, thorough knowledge of county geography, working knowledge of crash injury management and first-aid administration, working knowledge of English grammar and technical writing skills, working knowledge of basic investigation techniques and methods.

Skilled in the use of firearms and operation of police vehicles and equipment.

Ability to interpret and apply the civil and criminal code, ability to react effectively in emergency and stress situations, ability to exhibit imagination, initiative and problem solving capability in coping with a variety of law enforcement situations, ability to enforce laws and ordinances with tact and impartiality, ability to follow standard safety

practices and procedures common to law enforcement work, ability to communicate verbally and in writing, ability to establish and maintain effective working relationships with fellow employees, other agencies, supervisors and the public.

3. **SPECIAL QUALIFICATIONS**

Incumbent must possess a valid State of Utah driver's license; Applicant must possess current Utah Law Enforcement Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency) upon application. County employees being reassigned or transferred to this classification must possess Law Enforcement Officer certification upon reassignment or transfer. Incumbents are required to maintain certification through P.O.S.T. and successfully complete required annual training. Incumbents may be required to attend and successfully complete Emergency Vehicle Operation Training annually.

Must complete 40 hours of annual training to maintain certification in Firearms.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

This position will have a running Hiring Roster that will expire on November 30th, 2025.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above Job Description.

Date: _____