

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **RESERVE DEPUTY SHERIFF**

Spec No. 9012

### **BASIC FUNCTION**

The primary duties of this class are in support of the County's Sheriff's Office law enforcement functions. Responsibilities include protecting life and property, enforcing laws and ordinances, and investigating crimes throughout Snohomish County as directed by fully commissioned personnel. Reserve Deputy Sheriff is primarily a non-compensated, volunteer position.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Patrol unincorporated Snohomish County to deter and discover crimes; conduct crime scene investigations; enforce laws and ordinances; render public assistance as needed.
2. Respond to reported crime scenes; take action to secure the scene; interview victims and witnesses; gather and preserve evidence; arrest suspects; prepare required reports.
3. Investigate and report accidents; administer emergency first aid until aid car arrives.
4. Issue notices of infraction and citations to violators of state laws and county ordinances; serve warrants of arrest.
5. Interview and investigate citizen complaints; respond to inquiries; provide information to the public on laws and ordinances; assist in resolving problems; make referrals to appropriate agencies as necessary.
6. Guard prisoners at hospitals and/or in court; transport prisoners to and from jail and court.
7. Prepare required reports and maintain necessary records.
8. Testify as a credible witness in court as required.

### **STATEMENT OF OTHER DUTIES**

9. May perform duties in specialty units in accordance with policies of the unit and depending on experience.
10. May perform law enforcement duties at the annual Evergreen State Fair, for compensation, per agreement between Fair Board and Sheriff's Office.

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### **MINIMUM QUALIFICATIONS**

High school diploma or GED certificate. Must be United States citizen; minimum 21 years of age, no maximum age. Must pass job related tests. Must successfully complete a Washington State Criminal Justice Training Commission Certified Reserve or BLET Academy, prior to commissioning.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

Must pass an examination, similar to the Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination, a medical examination and a psychological evaluation.

Employees must be armed at all times while on duty and must carry official office identification when armed. Must qualify with a firearm on a regular basis as required by SCSO written policy. Commission is only valid while actually on duty. Having a current CPL is highly encouraged.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Basic law enforcement practices and procedures.
- English grammar, word usage, spelling and punctuation.
- Be able to type 30 wpm.
- Basic computer knowledge.
- Defensive driving.

Ability to:

- Use discretion and maintain confidentiality of information.
- Interpret laws, rules and regulations.
- Communicate effectively, both verbally and in writing, with people regardless of age, sex, social, cultural, or ethnic background.
- Maintain accurate and orderly records and files.
- Perform strenuous physical tasks.
- Work independently in stressful situations; follow oral and written instructions.
- Problem solving skills to analyze situations and determine proper course of action; assertively handle situations encountered; observation skills and attention to detail.
- Use and care of firearms and law enforcement equipment.
- Operate a motor vehicle at high speeds; read and use road maps and navigation systems.

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### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- Use standardized radio codes and procedures.
- Establish and maintain effective working relationships with office personnel, personnel of other agencies, and the general public.

### WORKING CONDITIONS

Positions in this class typically require daily dealing with distraught or difficult individuals; standing for prolonged periods; work outdoors possibly in inclement weather; operate a motor vehicle on public roads for travel throughout the county; exposure to hazardous materials, diseases, and airborne/blood borne pathogens; daily wearing protective gear and equipment; precise control of fingers and hand movements; daily strenuous physical tasks; and lifting, moving and carrying objects over 20 pounds

Subject to call out as deemed necessary by shift supervisor or Watch Commander. Reserves are required to provide all uniforms and related equipment at their own expense, except for the following items: one set of class "A's; long sleeve shirt uniform and pants, Kevlar vest, radio and ammunition which are provided by the Sheriff's Office.

Class Established: February 2004

Revised: November 2020

Pay Grade: 601 or Voluntary

Workers Comp: 6906 Sheriff-Reserve