

# Halifax County

## Deputy Sheriff

### Requirements

- Must be at least 21 years old.
- Must be a citizen of the United States.
- Must have a high school diploma or equivalent.
- Must possess or be able to possess a North Carolina driver's license.
- Must not have been convicted of a felony or serious misdemeanor.
- Must meet all the applicable standards and qualify for State Law Enforcement Certification in accordance with the North Carolina Sheriff's Training & Standards Commission as well as the policies of the Office of the Sheriff of Halifax County.

### Nature of Work

A Deputy Sheriff is responsible for the general law enforcement work required by the Office of the Sheriff. This law enforcement work includes keeping the peace, serving the public, protecting the lives, rights and property of all those within the County of Halifax. A Deputy Sheriff's duties include taking calls from the public, serving the public, investigating complaints and criminal activity, traffic enforcement, serving civil and criminal process as well as other papers as required by the courts, developing suspects, arresting perpetrators, providing security for the courts, transporting prisoners, and any other special assignments upon request. A Deputy Sheriff is expected to exercise good, sound judgment, make decisions in both normal and emergency situations and use discretion while carrying out the details of each task. Work is performed under the direct supervision of the assigned Lieutenant and Sergeant. The applicant must be willing to work 12-hour rotating shifts which includes holidays and weekends. A Deputy Sheriff also performs other duties as required by the Sheriff.

### Knowledge, Skills and Abilities

- Physical ability to meet and cope with all demands of law enforcement training and work.
- Ability to learn and maintain a working knowledge of modern law enforcement practices and procedures.
- Ability to obtain a working knowledge of federal, state and local laws.
- Ability to establish and maintain effective relationships with other employees, officials, and the general public.
- Ability to learn new procedures.

- Ability to qualify and re-qualify with all mandated Office weapons in accordance with State laws as well as the policies and procedures of the Office of the Sheriff.
- Ability to get along with co-workers, the public and others.
- Ability to follow directions, learn policies and procedures as well as act independently, using sound judgment in both normal and emergency situations.
- Ability to maintain full law enforcement certification.

### **Examples of Work**

- Patrols an assigned area within Halifax County, checks property, answers call for service, investigates crimes and disturbances as well as arrest Violators of the law.
- Enforces the federal, state and local laws.
- Provides security for the courts of the State of North Carolina.
- Transports prisoners, mental patients and inebriates.
- Serves both civil and criminal process as directed by the courts.
- Assists other local, state and federal agencies in their law enforcement functions.
- Investigates crimes through assignment or develops cases to investigate.
- Gives public presentations.
- Prevents crime
- Performs special assignments or tasks, including under-cover and clerical.
- Prepares reports as required by Office policy