

WICHITA COUNTY

Job Announcement



Posting Number:

POSITION: Patrol Deputy

SUPERVISION: Receives daily supervision from a Corporal, Sergeant or Lieutenant.

LOCATION: Wichita County Sheriff's Office
900 7th Street, Room 100
Wichita Falls, TX 76301

SALARY: \$3,046.95 - \$3,346.93 Monthly + Wichita County Benefits

ASSIGNED SHIFT: Specific shifts are determined after hiring and completion of all initial training requirements.

FLSA STATUS: Non-Exempt - Overtime is paid at a rate of one and one-half times the worker's normal rate of pay for any time worked above 40 hours.

POSTING DATE: August 29, 2018

CLOSING DATE: Open Until Filled

► **JOB SUMMARY:**

The successful patrol deputy will maintain a good working relationship with the public while enforcing law to promote the general safety and welfare of the public. The wide-ranging activities of a patrol deputy will include, but not be limited to enforcing traffic laws, serving search warrants/subpoenas/civil papers, apprehending felons and misdemeanants, taking reports and providing traffic control and basic first aid. This position requires the patrol deputy to be self-motivated and possess independent decision-making skills.

The position involves frequent interaction with suspects, inmates, attorneys, other law enforcement officers and the public. This position has possible risks of exposure to blood borne pathogens and/or other various hazards that require immunization against such exposure.

This position requires a Peace Officer Certification through the Texas Commission on Law Enforcement (TCOLE) and requires thorough work knowledge of law enforcement procedures. A patrol deputy has daily contact with the public and is responsible for the preparation of offense and incident reports.

A patrol deputy is subject to assignment in various divisions of the Wichita County Sheriff's Office to include Patrol, Civil, Security and/or Fugitive Apprehension.

A patrol deputy may encounter dangerous/violent, life threatening or unusual situations at any time to include working outside in extreme hot/cold weather conditions; in high, precarious places; with explosives, fumes, airborne particles and/or toxic or caustic chemicals and vibration.

► **SUPERVISION:**

This position is responsible for following any order or direction from the chain of command as follows:

1. Corporal
2. Sergeant
3. Lieutenant
4. Deputy Chief
5. Chief Deputy
6. Sheriff

► **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs preventative patrol in the unincorporated areas of Wichita County and enforces the law.
- Takes calls on demand, walk in and telephone reports and responds to calls for service, assistance and law enforcement emergencies.
- Responds to crime scenes, secures the scene to protect life and prevent further criminal acts.
- Takes information on incidents and criminal actions and effectively disseminates the information.
- Performs preliminary investigative work involving alleged crimes against persons or property with minimal supervision.
- Serves criminal and civil warrants and arrests law violators.
- Prepares detailed reports of activities and investigations made, and testifies in court.
- Performs other law enforcement work associated with being a licensed Texas Peace Officer in the detection and prevention of violations of the law.
- Must perform all additional duties as assigned.

Note: The essential duties listed above are intended only as illustrations of the various types of work that may be performed by a patrol deputy. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

► **MANDATORY QUALIFICATIONS:**

- High school diploma or GED equivalent is required.
- Must have a minimum Basic Law Enforcement Certificate as dictated by the State of Texas.
- Must have a valid Texas Driver's License with a good driving record.
- Must be at least 21 years of age.
- Must be able and willing to work any of the three shifts that cover operations 24 hours per day including nights, weekends and holidays and be ready for 24-hour call out.
- Must be able to work extended hours under adverse conditions in extremely dangerous life threatening situations.
- Must be able and available for out of town trips at a moment's notice to transport prisoners.
- Must successfully complete/maintain a minimum of 40 hours of training every two years.

- Must pass a pre-employment physical exam, drug test and strength test (WorkSteps) paid by Wichita County.
- Must maintain an acceptable degree of physical fitness.
- **Reasoning Ability:** Must possess the ability to apply common sense and understanding to analyze complex situations, problems and data, and use sound judgment to draw conclusions and make decisions. Must be able to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to be able to testify in court in an objective, concise, and professional manner. Must be able to produce or obtain reports.
- **Language Skills:** Must be able to communicate effectively both verbally and in writing. Must be able and willing to effectively communicate with others to establish and maintain effective working relationships with citizens, subordinates, peers and supervisors. Must be able to follow verbal and written instructions.
- Must be able and willing to apply common sense understanding to carry out instructions furnished in verbal, written or diagram form.
- Must be able to deal with problems involving several variables in standardized situations.
- Must be able to use a computer, typewriter, camera, tape recorder, police car, police radio, handgun and other weapons and tools as required.

► **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands and work environment described herein are representative of those that must be met by a patrol deputy to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- Must frequently stand, walk, sit, run, reach with hands and arms, and talk or hear and occasionally be required to climb or balance, stoop, kneel, crouch or crawl, and smell.
- Must regularly lift and/or move up to ten (10) pound loads and occasionally lift and/or move more than one hundred (100) pound loads.
- Must be able to drive long distances and drive eight (8) hours or more during a 24-hour period.
- In order to meet the physical demands of the job such as handling violent prisoners and pursuing fleeing suspects, etc., a patrol deputy must be physically fit and have full use of extremities.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

► **SELECTION GUIDELINES:**

Candidates for employment will be considered based upon the following:

1. Applicants must complete and submit a Wichita County Employment Application. Note: Current Wichita County Sheriff's Office employees may submit a memorandum for consideration.
2. Applicant's education and experience, prior work history, oral interview, and reference checks.
3. Applicants may be required to take job related tests prior to selection.
4. The final hiring decision is made by the Wichita County Sheriff.

► **APPLY TO:**

Wichita County Sheriff's Office
900 7th Street, Room 100
Wichita Falls, Texas 76301
(940) 766-8170

or

Wichita County Human Resources Office
900 7th Street, Room 132
Wichita Falls, Texas 76301
(940) 766-8108

TO BE CONSIDERED FOR EMPLOYMENT, APPLICANTS MUST COMPLETE AND SUBMIT BOTH A *WICHITA COUNTY EMPLOYMENT APPLICATION* AND *PERSONAL HISTORY STATEMENT*.

APPLICANTS MUST SUBMIT COPIES OF THE FOLLOWING DOCUMENTS, THAT APPLY, WITH THE COMPLETED PERSONAL HISTORY STATEMENT:

- ✓ **High School Diploma, High School transcript or GED**
- ✓ **College transcripts and degree (OFFICIAL COPIES)**
- ✓ **DD-214 (Member 4)**
- ✓ **Any training certificates that pertain to law enforcement**
- ✓ **Disposition of any arrest(s)**
- ✓ **Birth Certificate (Bring the original, and copies will be made by WCSO)**
- ✓ **Driver's License and Social Security Card**
- ✓ **Any name change records**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, TX 76301.