

## WOOD COUNTY SHERIFF'S OFFICE

### Job Description

JOB TITLE: Deputy Sheriff

SALARY: \$22.10 per hour – Non-Exempt  
Shift work is required – 12 hour shifts.

QUALIFICATIONS: Applicants must possess a high school diploma or GED equivalent, a valid Texas driver's license, a clear criminal history and, if applicable, an honorable discharge from the military. Must possess a Basic Peace Officer's License issued by the Texas Commission on Law Enforcement.

#### ESSENTIAL FUNCTIONS / DUTIES (to include, but not limited to)

- Patrols assigned county area;
- Maintains awareness of area for crime prevention;
- Responds day or night by traveling to offense locations for on-scene investigations; interviewing complainants, witnesses and suspects; and handling vehicular traffic control and enforcement;
- Prepares detailed offense reports and prepares sworn affidavits for the issuance of or actual execution of search/arrest warrants;
- Must maintain physical fitness in order to perform the essential duties of the position;
- Must have the ability to use reasonable force when necessary;
- Attends and completes all training required by statute or TCOLE to main required certification(s) and license(s);
- Regular attendance required; and
- Perform other duties as may be assigned by supervisor.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must possess a Basic Peace Officer's License issued by TCOLE;
- Must be able to understand, interpret and properly apply court orders, relevant state statutes including the Code of Criminal Procedure, Penal Code, Transportation Code and all other statutes, ordinances, policies and procedures required to perform essential job duties of the position assigned;
- Have good listening skills and the ability to follow oral and written instructions;
- Have the acute ability to react quickly and calmly in emergency situations;
- Deal effectively and courteously with associates and in response to the public;
- Communications skills, both oral and written, with proper use of English grammar;
- Must be able to pass an oral interview.

#### PHYSICAL REQUIREMENTS

- Visual, hearing and physical capabilities sufficient to adequately perform assigned duties;
- Able to use appropriate physical force, including deadly force, when imminently necessary to prevent death or serious bodily injury to others or self; and
- Ability to work overtime, weekends or holidays, 12 hour shifts and be on 24/7 call.

## CERTIFICATES, LICENSES AND ADDITIONAL REQUIREMENTS

- Must possess a valid Texas driver's license;
- Must possess a high school diploma or GED equivalent;
- Drug screen required;
- A thorough background check will be conducted, including a criminal history check.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands and accepts that this position falls under the provision of an "At Will" employment and, under no circumstances is this contract for employment.