

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: DEPUTY SHERIFF-CORONER I
DEPARTMENT: SHERIFF
REPORTS TO: SERGEANT
CIVIL SERVICE: YES

CLASS CODE: 7097
FLSA STATUS: N
DATE: 1/06 Rev. 10/07
BARGAINING UNIT: DSA

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is patrolling an assigned area for the prevention of crime and the enforcement of laws and regulations; writing various reports; responding to calls for service; and maintaining order and security in and about the various courts of the County.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level classification in the Deputy Sheriff-Coroner series. This class is distinguished from the Deputy Sheriff-Coroner II by the latter's performance of specialized technical, administrative and /or investigative assignments, which includes investigations of major crimes, such as homicides. The Deputy Sheriff-Coroner II is further distinguished by the assignment to serve as Personnel Officer, Field Training Officer, Range Master, and member of an emergency response team or a hostage negotiation team

SUPERVISION EXERCISED:

The Deputy Sheriff-Coroner I exercises no supervision, but may provide training to other staff.

EXAMPLES OF DUTIES: *Duties may include, but are not limited to, the following:*

- Patrols an assigned area; enforces laws and regulations; maintains laws and order within the jurisdiction.
- Responds to radio messages, telephone instructions and/or citizens' requests to appear at scenes of disorder or crime.
- Conducts preliminary or follow-up investigations of various crimes or other incidents.
- Maintains proper courtroom demeanor; enforces rules and regulations pertaining to the use of photography or recording equipment; assists in the control and movement of evidence and exhibits; takes charge of the jury during recesses and deliberations.
- Receives, responds to and documents emergency situations.
- Serves warrants, subpoenas, judicial processes and summonses as required.
- Enforces warrants of arrest and takes individuals into custody as directed by the Judge.
- Searches, guards and transports prisoners.
- Collects and preserves evidence associated with crimes.
- Identifies and notifies next of kin and/or the appropriate County representative of deaths.
- Collects and records information pertaining to the manner and cause of deaths reportable to the Coroner.
- Testifies in court in connection with criminal prosecutions.
- Directs traffic, including regulation of vehicle flow, at times of emergency or congestion.
- Stops drivers who are operating vehicles in violation of laws; issues citations when necessary.
- Performs search and rescue duties.
- Composes and types reports of arrests made, investigations conducted and unusual incidents observed in accordance with professional standards, applicable State laws and department protocol.
- Arrests and/or transports suspects or prisoners to jail, court or other locations.
- Assists in solving problems as they occur in the field.
- Assists with crowd control, parade and riot work.
- Assists with problems of juvenile delinquency.
- Assists in public education programs.
- Performs security and/or custodial duties in the County correctional facility as assigned.
- Enforces Fish and Game laws, policies and regulations.
- Assists the general public with crime prevention measures whenever possible.
- Attends departmental, training or other meetings.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Firearms	Safety Equipment	Radios	Computer
Handcuffs	Emergency Vehicle	Intoxilyzer	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and must successfully pass criminal history and other background checks; must not be prohibited from owning or possessing firearms.

Licenses and Certifications:

Possession of a valid and current regular basic course completion certificate issued by a training institution certified by the California Commission on Peace Officer Standards & Training (POST); or successful completion of a POST certified requalifications course within the last 18 months; or, current enrollment in a POST certified basic course or POST certified requalifications course AND certification of successful completion at the time of appointment; and ability to obtain a POST Basic Certificate within one year of employment.

Valid Driver's License - Class "C" or better; and CPR certificate.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic knowledge of current law enforcement policies, practices and methods.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Record keeping, report preparation, filing methods and records management techniques.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing work, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Testifying in court.
- Communicating clearly and effectively, both orally and in writing.

Ability to:

- Establish and maintain effective working relationships with a variety of individuals.
- Analyze situations, identify potential problems and risks or respond with an appropriate, responsible and effective course of action.
- Demonstrate an acceptable level of skill and proficiency in the use of firearms.
- Compose clear and concise reports and correspondence.
- Type text using a word processor or typewriter at a speed necessary for successful job performance.

Physical Abilities:

- While performing the essential functions of this job the employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb, jump or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is exposed to outdoor weather conditions; possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; mentally or emotionally disturbed persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that may affect the respiratory system, eyes or the skin .

The incumbent's working conditions are typically moderately quiet, but may be loud at times.

Working time may require working nights, weekends, holidays, irregular hours, shift times, and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.