MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION

CLASS TITLE: **DEPUTY SHERIFF-CORONER II** **CLASS CODE: 7113**
DEPARTMENT: **SHERIFF** **FLSA STATUS: N**
REPORTS TO: **SERGEANT**

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; performing specialized technical, administrative and/or investigative assignments; and maintaining order and security in and about the various courts of the County.

DISTINGUISHING CHARACTERISTICS:

This is the journey level classification in the Deputy Sheriff-Coroner series. This class is distinguished from the Deputy Sheriff-Coroner I by the performance of specialized technical, administrative and /or investigative assignments, which includes investigations of major crimes, such as homicides. The Deputy Sheriff-Corner 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. The Sheriff's Sergeant is distinguished from this class by the supervisory duties it carries.

SUPERVISION EXERCISED:

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

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

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, major crimes, including rape, robbery, homicide, narcotics distribution or other incidents; collects and preserves evidence associated with crimes; interviews victims, witnesses, suspects, etc.; arrests suspects; photographs crime scenes; prepares reports

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.

Prepares and serves warrants, subpoenas, judicial processes and/or summonses as required.

Collects statements from witnesses and physicians for the purpose of identification and certification of death; investigates human deaths; identifies and notifies next of kin and/or the appropriate County representative of deaths.

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.

Performs specialized duties such as serving as Personnel Officer, Field Training Officer, Range Master, K-9 handler; or as a member of Special Emergency Response Team, hostage negotiations team; or others as assigned.

Assists other agencies on special assignments.

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 higher level duties in a training capacity.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Firearms	Safety Equipment	Vehicle	Radios	Computer
Hand Cuffs	Emergency Vehicle	Intoxilyzer		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

One year of experience as a Deputy Sheriff-Coroner I with the Mendocino County Sheriff's Office, or equivalent with another California law enforcement agency; and,

Must successfully pass criminal history and other background checks; must not be prohibited from owning or possessing firearms.

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 re-qualification course within the last 18 months; and,

Must have POST Basic Certificate.

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform

the essential functions of the job.

Licenses and Certifications:

Valid Drivers License - Class C or better

CPR

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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.

Training staff in position functions.

Investigative techniques.

Organizing work, setting priorities, meeting critical 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.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to analyze situations, identify potential risks or problems and respond with an appropriate, responsible and effective course of action.

Ability to demonstrate an acceptable level of skill and proficiency in the use of firearms.

Ability to use/practice defensive tactics.

Ability to compose clear and concise reports and correspondence.

Ability to type text using a word processor or typewriter at a speed necessary for successful job performance.

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 and/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 and possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and/or interviewing violent and/or mentally or emotionally disturbed persons.

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

Working time may require 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.