

**SNOHOMISH COUNTY JOB DESCRIPTIONS
DEPUTY SHERIFF**

Spec No. 4023

BASIC FUNCTION

The primary duties of this class are in support of the County's Sheriff's Office law enforcement functions. Responsibilities include protecting life and property, enforcing laws and ordinances, and investigating crimes throughout Snohomish County.

STATEMENT OF ESSENTIAL JOB DUTIES

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Patrol unincorporated Snohomish County to deter and discover crimes; conduct crime scene investigations; enforce laws and ordinances; render public assistance as needed.
2. Respond to reported crime scenes; take action to secure the scene; interview victims and witnesses; gather and preserve evidence; arrest suspects; prepare required reports.
3. Investigate and report accidents; administer emergency first aid until aid car arrives.
4. Issue notices of infraction and citations to violators of state laws and county ordinances; serve warrants of arrest.
5. Interview and investigate citizen complaints; respond to inquiries; provide information to the public on laws and ordinances; assist in resolving problems; make referrals to appropriate agencies as necessary.
6. Guard prisoners at hospitals and/or in court; transport prisoners to and from jail and court.
7. Prepare required reports and maintain necessary records.
8. Testify as a credible witness in court as required.

STATEMENT OF OTHER DUTIES

9. May perform duties in specialty units in accordance with policies of the unit, and depending on experience.
10. May supervise activities of volunteer personnel.
11. May perform the duties of Sergeant.

**SNOHOMISH COUNTY JOB DESCRIPTIONS
DEPUTY SHERIFF**

Spec No. 4023

MINIMUM QUALIFICATIONS

High school diploma or GED certificate. An associate of arts degree or 90 credits of college level course work including courses in law enforcement, criminal justice, or a closely related field is preferred. Must be a lawful permanent resident or United States citizen; minimum 21 years of age, no maximum age. Must pass job related tests.

In addition, applicants for lateral entry deputy sheriff must have been employed as a full time, paid, fully commissioned sworn officer in a civilian law enforcement agency for at least 12 of the last 24 months, and must provide documented successful completion of a state basic law enforcement academy. Completion of the Equivalency Academy is required within one year from date of hire if the applicant is not already certified in the State of Washington. Experience as a Tribal Officer will be considered provided all the above requirements are met.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

Must pass a Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination, a medical examination and a psychological evaluation.

Employees must be armed at all times while on duty and must carry official office identification when armed. Must qualify with a firearm on a regular basis.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic law enforcement practices and procedures
- english grammar, word usage, spelling and punctuation
- basic computer knowledge
- defensive driving

Ability to:

- use discretion and maintain confidentiality of information
- keyboarding skill using various computer applications; minimum 20 net words per minute
- interpret laws, rules and regulations
- communicate effectively, both verbally and in writing, with people regardless of age, sex, social, cultural, or ethnic background
- maintain accurate and orderly records and files
- perform strenuous physical tasks
- work independently in stressful situations
- follow oral and written instructions

**SNOHOMISH COUNTY JOB DESCRIPTIONS
DEPUTY SHERIFF**

Spec No. 4023

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- problem solving skills to analyze situations and determine proper course of action
- assertively handle situations encountered; observation skills and attention to detail
- use and care of firearms and law enforcement equipment
- operate a motor vehicle at high speeds; read and use road maps
- use standardized radio codes and procedures
- establish and maintain effective working relationships with office personnel, personnel of other agencies, and the general public

WORKING CONDITIONS

Positions in this class typically require daily dealing with distraught or difficult individuals; standing for prolonged periods; work outdoors possibly in inclement weather; operate a motor vehicle on public roads for travel throughout the county; exposure to hazardous materials, diseases, and airborne/blood borne pathogens; daily wearing protective gear and equipment; precise control of fingers and hand movements; daily strenuous physical tasks; and lifting, moving and carrying objects over 20 pounds

Shift, holiday and weekend work are required. Overtime and call back may be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class established: Pre-1974

Revised: September 2000, June 2018

EEO Category: 4 - Protective Service Workers

Pay Grade: 601 - Sheriff Deputies and Sergeants Pay Plan

Workers Comp: 6905 Law Enforcement

Approved by the Snohomish County Civil Service Commission February 10, 2006.

Approved by the Snohomish County Civil Service Commission June 6, 2018.