



UMATILLA COUNTY POSITION DESCRIPTION



Department: Sheriff's Office
Position Title: ATV & Marine Patrol Deputy
(Seasonal/Limited Duration)

Employee Name: _____

Effective Date: _____

Job Series: Criminal Division **Salary Range:** Hourly, Non-Benefited
Union Covered: No **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

The ATV Deputy position is a sworn Deputy Sheriff. They are responsible for enforcing state ATV and traffic laws, safety, and promoting ATV safety education on trail systems within Umatilla County. Responsibilities of this position include, but are not limited to, patrolling trail systems within Umatilla County; conducting ATV safety examinations; and issuing warnings or citations for ATV violations. Incumbent will also conduct crash investigations, enforce DUII laws, and respond to ATV related complaints, calls, and questions.

The Marine Deputy position is a sworn Deputy Sheriff. They are responsible for patrolling all waterway areas within Umatilla County, enforcing state, county and federal laws; investigating crimes and citizen complaints as well as other matters relating to law enforcement and water safety in the county. The position participates in the achievement of departmental goals, with a strong emphasis towards community oriented policing.

Seasonal, temporary, limited duration: Work schedule will be less than 40 hours per week, including 8 or 10 hour shifts, weekends, and holidays.

The employee actively works toward the Sheriff's Office mission, goals and values, and demonstrates effective participation in the UCSO's Team Rules. Also participates in community policing projects with a service oriented approach toward police responsibilities in Umatilla County.

SUPERVISORY RELATIONSHIPS

Supervision Received:

The employee works under the direct supervision of the Criminal Division Sergeants, supervisors, and full time deputies, who assign and review work details for conformance to laws, policies, and regulations, and/or other personnel in the Sheriff's Office who hold a higher rank.

Supervision Executed:

Supervision is not a normal responsibility of positions in this classification unless it is assigned and dictated by senior status.

PRINCIPAL DUTIES OF POSITION

1. Promptly responds to police related calls for service and performs all other duties as a Police Officer. Investigates criminal and civil matters, conducts lawful searches, gathers evidence, safeguards property, and interviews witnesses and offenders.
2. Makes lawful arrests and transports offenders to jail and courts as needed.
3. Patrols the designated areas of the county, operates police vehicles and equipment including ATVs, off-road vehicles, boats and other means of transportation.
4. Enforces all laws and ordinances of this county and state, makes arrests, issues traffic and criminal citations, and detains persons including juveniles and mentally ill persons.
5. Establishes and practices community policing activities as outlined and directed by the Sheriff's Office.
6. Maintain records, prepare reports, testifies in courts of law and other judicial or legal hearings as required.
7. Works with and maintains close relationship with all law enforcement and support agencies, both locally and throughout the law enforcement community, and participates in efforts regarding interagency coordination and cooperation.
8. Performs public relations related work as required, informs the public about public safety issues and represents the Sheriff's Office with the public.
9. Conducts searches for lost or missing persons and assists in rescue missions and other tasks relating to search and rescue activities.
10. Investigates traffic crashes and administers first-aid as needed.
11. Performs other duties as assigned to accomplish the objectives of the position.

OTHER DUTIES OF POSITION

The duties of the ATV and Marine Deputy can be changed as needed to serve the goals of the Sheriff's Office. The statements contained herein reflect general details as necessary to describe the principal functions of the position. They **should not** be considered an all-inclusive listing of work requirements.

REQUIREMENTS FOR POSITION

Experience and Training

- Must possess an equivalent to graduation from high school, either a diploma or GED.
- Must possess a valid driver's license and a good driving record.
- Minimum age of 21 years.
- United States Citizenship.
- Must have current DPSST certification (current or expired), or be a certified police officer (may be from a different jurisdiction)
- Must pass a physical examination, vision and hearing tests, a psychological examination, and an extensive background check.
- Ability to maintain firearms qualifications.
- Must be free of conviction for a crime other than a minor traffic violation.
- If the incumbent in this position does not possess a current marine certification by the Oregon State Marine Board (OSMB), the candidate will be required to attend and pass a mandatory two week academy. Expenses to attend the academy will be covered by the Umatilla County

- Sheriff's Office and OSMB. The time to attend will be considered paid training.
- Must be capable of safely operating an ATV.

Knowledge, Skills and Abilities

- Requires the ability to carry out the full scope of the position, including a general knowledge of law enforcement practices, procedures and methods.
- Ability to learn and adapt quickly.
- Ability to evaluate and analyze facts.
- Ability to communicate effectively.
- Sufficient writing skills to prepare reports and related documents.
- Sufficient communication and human relation skills to effectively and successfully deal with various members of the public, to employ appropriate lines of questioning and resolve conflicts.
- The ability to establish and maintain effective working relationships with management, fellow employees and with citizens from varied backgrounds.
- The ability to cope with stressful situations while respecting individual rights.
- The ability to work in a variety of indoor and outdoor environments, climates and inclement weather conditions.

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, run, sit, bend, talk and hear. The employee is required to use hands to handle and/or operate objects, weapons, tools, or controls; and reach with hands and arms. Requires sufficient hand/eye coordination to operate police equipment, weapons and apparatus; visual acuity necessary for performing necessary functions of the job; ambulatory ability to walk and sufficient strength to perform all functions of the job, including the ability to subdue a resistive or combative individual; requires speech and auditory abilities sufficient to carry on conversations and project voice among large crowds; sufficient hand/eye coordination to operate a computer keyboard and recognize words and numbers.

The employee may occasionally lift and/or move over 50 pounds. Requires satisfactory visual and auditory abilities, whether corrected or uncorrected, to perform all aspects of the job.

TOOLS AND EQUIPMENT USED

Police equipment, weapons, tools, radios and other apparatus; computers and computer programs, including word processing, data base, Internet, and spreadsheet programs; cellular devices and applications; calculator, telephone, copy machine, fax machine and others.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works in wide variety of indoor and outdoor environments, and all weather conditions, which may include adverse conditions. The noise level in the work environment can range from quiet to very loud.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The 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.

Employee's Signature/Date