

# **Bottineau, North Dakota**

## **Job Description**

**Job Title:** Deputy Sheriff – Chief Deputy  
**Office:** Sheriff’s Office  
**Reports to:** Sheriff

**Job Status:** Full-Time  
**FLSA Status:** Nonexempt  
**Date:** 11/15/2024

### Nature of Work:

Assist the Sheriff in the planning, coordinating, and supervising the activities of the Sheriff’s Office including law enforcement, corrections, legal process, office and records management, training, security and general police work.

### Essential Functions of Work:

1. Assume command of Sheriff’s Office in the absence of the Sheriff.
2. Plan, coordinate and supervise the work of the Sheriff’s Office.
3. Plan, coordinate and develop training programs for the Sheriff’s Office.
4. Engage in public relations for the Office; communicate with the media; give speeches on behalf of the agency; attend meetings, prepare reports; and advise on laws and ordinances; and provide general information to the public regarding the Office.
5. Counsel and mentor deputies as needed by providing advice and guidance.
6. Assign cases to subordinate officers and supervise staff in the service of both civil and criminal legal process.
7. Supervises staff in maintaining order and security in courtroom and detention facilities.
8. Interpret and accurately apply specialized legal knowledge and constitutional law to enforce state and federal safety, traffic and criminal laws, rules and regulations.
9. Take command of various hazardous material incidents, natural disasters, and other emergency situations.
10. Review deputy reports on all incidents, arrests, accidents, investigations, assists, and daily activities.
11. Prepare reports for Sheriff, identifying areas of improvement and recommending corrective action plans.
12. Support federal, state(s), and local law enforcement operations.
13. Perform other specific duties as required and assigned by the Sheriff.

### Requirements of Work:

1. Ability to create a positive and productive work atmosphere by communicating and maintaining a professional manner with superiors, other officers, employees, detainees, attorneys, and anyone coming in contact with the Sheriff's Office.
2. Comprehensive knowledge of principles, practices, techniques and administration of law enforcement and criminal justice as it applies to Bottineau County.
3. Interpersonal skills to persuade and effectively manage Office staff.
4. Reading, writing and arithmetic skills sufficient to create and comprehend letters and reports.
5. Problem solving skills to gather relevant information to solve vaguely defined practical problems.
6. Able to deal firmly and courteously with the general public.
7. Ability to react quickly and calmly under emergency conditions which includes the normal use of all extremities; must have ability to hear normally, and eyesight corrected to 20/30 or better with the ability to distinguish colors and have no appreciable loss of peripheral vision.
8. Possess a valid North Dakota drivers license with no serious traffic violations, no felony or misdemeanor convictions.
9. Possess a current North Dakota law enforcement license.
10. Able to pass civil, criminal, and drivers license background checks, and physical and mental evaluations to prove ability to handle one self in cases of physically demanding emergencies and stressful environmental strains.
11. Maintain the Sheriff's Office code of ethics, policies, and the North Dakota Century Code.

### Minimum Training and Experience:

1. Must be U S Citizen, 18 years of age or older.
2. High school graduate or GED certified.
3. Eight years police work experience
4. State police training school or college coursework preferred.
5. Leadership Training

### Special Working Conditions:

1. Physical environment consists, mostly, of indoor work with some exposure to extremes in weather and driving conditions.
2. Will include physical motions of sitting, standing, walking, running, stair climbing, lifting, pulling, and physical contact with others, using body force to restrain individuals.
3. Will include effectively restraining an inmate or detainee, breaking up fights and affrays, and enduring verbal and mental abuse when confronted by suspects and other people in an antagonistic environment.
4. Encounter environmental and health concerns, as listed, in other Sheriff Deputy job descriptions.

**Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Chief Deputy Sheriff related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**