

**POSITION:** Deputy  
**DEPARTMENT:** Macon County Sheriff's Office  
**Grade:** 26  
**Starting Salary:** \$38,512.24  
**Position Number:** 431065  
**Posted:** August 24, 2023  
**Closing Date:** Until Filled



### **GENERAL DEFINITION OF WORK**

Performs protective service work enforcing laws, patrolling assigned area, investigating criminal activity, serving civil papers, ensuring safety of the public, testifying in court, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Deputy Sheriff Corporal or Deputy Sheriff Lieutenant.

### **Qualification Requirements**

***To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.***

### **ESSENTIAL FUNCTIONS**

- On an assigned shift, operates a patrol car to observe for violations of laws, suspicious activities or persons and disturbances of law and order; examines premises of unoccupied residences or buildings; detects unusual conditions; maintains surveillance and observation for stolen cars, missing persons or suspects
- Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted
- Serves warrants, summons, subpoenas, court orders, and makes arrests; prepares reports; testifies in court
- Performs investigations of crimes; interviews victims and witnesses; secures property and evidence; investigates property ownership; documents facts and incidents; coordinates and executes evictions
- Enforces traffic and criminal laws; issues citations for violations; assists motorists
- Transports prisoners and mental patients to facilities throughout the state
- Provides law enforcement assistance to outside agencies as necessary
- Maintains vehicles and equipment in proper working order
- Attends training as necessary to maintain law enforcement certification
- Performs assigned court service and security duties; serves as Bailiff
- Prepares records and reports of activity

### **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of law enforcement methods, practices and procedures; general knowledge of the geography of the County and location of important buildings; general knowledge of the rules and regulations of the Sheriff's Office; skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle; ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to deal courteously, firmly and tactfully with the public under stressful situations; ability to analyze situations and to adopt

quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; possession of physical agility and endurance; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE**

High school diploma or GED and moderate experience in law enforcement, or equivalent combination of education and experience

### **PHYSICAL REQUIREMENTS**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting, reaching with hands and arms and tasting or smelling and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic)

### **SPECIAL REQUIREMENTS**

- Possession of North Carolina Basic Law Enforcement Training certification upon hire
- Valid driver's license in the State of North Carolina

### **HOW TO APPLY:**

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the

NC Works Career Center  
23 Macon Avenue  
Franklin, N.C.

***Mail to:***

5 West Main Street  
Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

### **AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**

**All prospective employees are subject to a criminal background check**