



Reserve Level III Deputy Sheriff

Class Code:
4963

Bargaining Unit: Extra help

COUNTY OF SISKIYOU
Established Date: Mar 26, 2024
Revision Date: Mar 27, 2024

SALARY RANGE

\$19.02 - \$23.72 Hourly

DESCRIPTION:

**County of Siskiyou is an Affirmative Action/Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.**

For exact salary information please refer to the current salary schedule, [County website](#).

General Statement of Duties:

Under general supervision, assists sworn personnel by handling non-hazardous support responsibilities in the Sheriff's Office, and performs related work as required.

Distinguishing Characteristics:

Reserve Level III Deputy Sheriff is a general non-sworn classification that performs a wide variety of law enforcement support tasks that do not require the exercise of peace officer powers of arrest or firearms. Reserve level III's are assigned to a variety of divisions within the Siskiyou County Sheriff's Office. Level III's are paraprofessional personnel utilized to augment sworn members in the performance of their primary duties enforcement, security, and investigation responsibilities. Positions in this classification are distinguished from positions designated as full-time peace officer or Level I Reserve, by the lack of direct responsibility for physical restraint of prisoners, protecting life and property, apprehending criminal violators, and other duties that must be carried out by sworn personnel. Must be supervised in the accessible vicinity by a Reserve Level I or a regular full-time peace officer. This employment is on an if and as needed basis and is classified as Extra Help.

Reports to:

Sheriff Sergeant

Classifications Supervised:

This is not a supervisory classification.

EXAMPLES OF DUTIES:

Examples of Duties:

Work in an office setting at the assigned station. Maintains needed office supplies, forms, and other materials. Receives and documents counter reports and conducts routine telephonic and correspondence follow-up of "after the fact" incidents. Initiates and conducts rural and community crime prevention programs. Performs analysis of reported criminal activity and patterns for purposes of generating data for directed enforcement efforts. Assists investigators in support capacities, i.e., checks/fraud/asset forfeiture documentation and correspondence, maintain files, etc.; serves specified Civil Process and related documents; tow abandoned vehicles from public and private property; work under minimal supervision; work with tow companies and other law enforcement agencies; performs related utility duties as assigned. Many positions require shift work, and work on weekends and holidays.

When assigned to various community work programs; under general supervision, coordinate and oversee the activities and participants of law enforcement /correctional and Citizen Patrol events/programs.

Duties not likely to result in physical arrest. Examples: traffic control, security at parades, sporting events, courthouse, report writing, evidence transportation, transportation of prisoners.

Knowledge of:

- Modern office procedures and practices
- Incident Command System (ICS) and critical incident management response

Ability to:

- Deal tactfully and courteously with the public
- Perform clerical work and make simple arithmetical calculations
- Learn to operate a computer terminal
- Work effectively under pressure with frequent interruptions
- Exercise good judgment in making decisions according to existing laws, regulations and policies; use discretion and mature judgment in the handling of sensitive and confidential information
- Able to take direction and work under stressful conditions/environments
- Establish and maintain harmonious working relationships with other employees, allied agencies, and volunteers; manage a variety of projects on a daily basis
- Interact and lead volunteers and oversee day to day activities of Sheriff's Office Cadets if assigned
- Work may be assigned within the courthouse security check
- May be assigned to correctional facility

TYPICAL QUALIFICATIONS:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

-Satisfactory completion of POST MOD III

Special Requirements:

Possession of or ability to obtain, prior to employment, a Class C California Driver's License, and a good driving record.

Incumbents are required to pass a law enforcement background check

SUPPLEMENTAL INFORMATION:

Typical Physical Requirements:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

Typical Working Conditions:

Work is performed in an office and outdoor environments; work is performed in a variety of temperatures and weather conditions; continuous contact with other staff and the public.