



## PULASKI COUNTY

invites applications from current County Employees and the  
General Public for the position of:

# DEPUTY SHERIFF

An Equal Opportunity Employer

<b>Department:</b>	Sheriff/Enforcement		
<b>Starting Salary Range:</b>	\$34,330 – 40,201		
<b>Position Number:</b>	061		
<b>FLSA Status:</b>	Non-Exempt position, eligible for overtime		
<b>Safety Sensitive Designation:</b>	This position is designated as safety sensitive and is subject to random drug and alcohol screening.		
<b>Opening Date:</b>	3/30/21	<b>Closing Date:</b>	4/12/21 at 5:00 PM

### JOB SUMMARY:

Responsible for enforcement of applicable federal, state, and local laws and ordinances in the protection of life and property for the citizens of Pulaski County.

### ESSENTIAL JOB FUNCTIONS:

- Patrols county roads, residential areas, and business districts to enforce traffic and criminal laws and ordinances ensuring the safety of citizens and property; makes arrests and/or issues citations to violators as necessary.
- Responds to calls from citizens in need of law enforcement assistance (i.e., domestic disturbance, criminal mischief, burglaries, crimes in progress, traffic accidents, etc.); makes arrests and/or issues citations as necessary.
- Ensures crime scenes and related evidence are secure; processes crime scenes taking photographs and fingerprints; seizes and impounds property as necessary.
- Receives, tags, and stores evidence, found property, or property maintained for safekeeping in the property room; presents testimony and evidence in court.
- Investigates accidents and criminal activities; researches leads through interviews with victims, witnesses, suspects, on-line research, and inspection of property/buildings.
- Prepares detailed incident, arrest, investigation, and related reports; enters data into computer; submits to supervisor for review.
- Completes daily activity report reflecting all work activities completed during shift.
- Transports prisoners to jail, to and from court, and to other law enforcement agencies.
- Attends community crime watch meetings and other community activities to promote crime reduction and community oriented policing by interacting with and educating district residents.
- Reports to structure fires and other emergencies/disasters as necessary to establish control of situation and ensure public safety and security of property; implements emergency and/or disaster procedures; coordinates activities with Emergency Management staff.
- Testifies in court and at hearings concerning investigations and citations and/or arrests.
- Qualifies with use of authorized weapons on a periodic basis.

### SECONDARY DUTIES AND RESPONSIBILITIES:

- Serves as a Field Training Officer to instruct new hires in proper law enforcement procedures.
- May act as a member of a special operating unit including SWAT, emergency rescues, and water patrol; must meet the minimum qualifications and complete required training if placed on these assignments.

- Conducts background checks for applicants; conducts initial applicant interviews; compiles reference and interview data into summary reports for supervisors.
- Schedules physical and psychological exams for applicants; schedules random and new hire drug tests; maintains files and computer records of results.
- Maintains updated roster of current employees; updates and distributes departmental policy manuals; monitors distribution of enforcement contact books.
- Completes extradition paperwork to detain inmates within other law enforcement agencies when needed for Pulaski County warrants.
- Serves warrants in field and in office as individuals are located.
- Compiles list of most wanted fugitives and distributes to all precincts, detention facility, and to television for public viewing.
- Enforces court orders involving actions such as the service of court summons; removal of property; service of judgments; and apprehension of individuals.
- Conducts undercover investigations to secure evidence and information; maintains surveillance of persons or established locations.
- Registers sex offenders into Pulaski County's database; produces notification information to distribute to the public and completes a distribution log.
- Maintains demographic information on sex offenders; locates and serves warrants to sex offenders in violations of court orders and/or parole violations.
- Trains new recruits; provides in-service training on the expectations of the Pulaski County Sheriff's Office; develops curriculum, teaches classes and organizes outside training.
- Participates in community events such as child fingerprinting and Teddy Bear Run as directed.
- Performs other related duties as required.

**PERSONNEL SUPERVISED:** None

**PHYSICAL REQUIREMENTS:**

- Visual acuity required for observation of environment, individuals, computer monitor, and written reports and for accurate weapon discharge.
- Digital dexterity necessary for writing, keyboard operation, and operation of firearms.
- Ability to detect color and shade differentiations.
- Ability to apprehend and detain suspects of criminal behavior.
- Ability to effectively communicate in person and to groups, in person, by telephone, and through use of radio communications equipment.
- Ability to drive a motor vehicle for extended periods of time.
- Ability to pursue a suspect on foot.
- Ability to travel over indoor and outdoor areas in the investigation of criminal activity.
- Ability to work in a constant state of alertness and in a safe manner.
- Ability to concentrate for long periods of time.

**WORKING CONDITIONS:**

Duties are performed in various locations within Pulaski County. Exposure to potentially dangerous and hazardous situations involving criminal activities is possible. Constant observation and vigilance is required to ensure personal safety. Duties may be performed in inclement weather conditions. Overtime may be required. Must work on a variable shift basis.

***Please Note:*** Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

**March 30, 2021**

**087-21**

**MINIMUM QUALIFICATIONS:**

Completion of high school or GED equivalency.

**ADDITIONAL REQUIREMENTS:**

CLEST Certification within 1 year of hire.

No felony convictions.

21 years of age.

Must possess or be able to immediately obtain a valid Arkansas Driver's License.

Must be a U.S. citizen and be able to provide proof when requested by Sheriff's Department.

Employment is contingent upon satisfactory completion of the following: criminal background investigation, drug screening, traffic offense check, sexual offender check, child and adult maltreatment checks, physical examination and psychological evaluation by appropriate licensed agencies.

**PREFERENCES:**

None

**APPLICATION REQUIREMENTS:**

Applications must be filed online at [www.pulaskicounty.net](http://www.pulaskicounty.net).

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to [humanresources@pulaskicounty.net](mailto:humanresources@pulaskicounty.net) or call (501) 340-6110.

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