



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Sheriff - School Resource Officer	Job Code: 0804412
Reports to: Sheriff	FLSA Status: Non-Exempt
Department: Sheriff	Approved:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

The purpose of this classification is to provide prevention education, a positive role model for students, and to help make the schools a safer environment as a Deputy Sheriff assigned to an elementary, middle or high school. During non-school months, the Deputy Sheriff works other duties as assigned by his/her supervisor.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Patrols school campus; conducts interviews of students; arrests violators of criminal law; transports prisoners; responds to calls for assistance; investigates incidents of criminal behavior on campus; investigates "anonymous" student reports of crimes; mediates disputes between students; assists with random drug searches of schools.

Teaches the CHAMPS program when available.

Assists with implementation school safety plan; provides security for after-school events.

Conducts conferences with parents of students and with school personnel; conducts home visits with truant officer.

Prepares police incident reports; prepares or completes various forms, reports, correspondence, or other documents; prepares documentation of DUI grant activities; prepares documentation of Juvenile Justice; prepares traffic accident reports.

Testifies in court and at Board of Education Hearings.

Assists with fingerprinting child identification program.

Advises students with law enforcement questions.



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Principal Duties and Responsibilities CONTINUED (Essential Functions):**

Reviews truancy reports and student discipline reports.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Attends training for drug prevention officers; attends law enforcement in-service training.

Provides drug prevention literature to public; speaks to parents, the public, and civic groups.

Drives patrol unit and operates police radio.

Plans activities for "Red Ribbon Week" and prom/graduation week.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Directs traffic in school zone.

Coordinates fundraisers; assists with Sheriff's community events.

Answers the telephone; enters incident reports into computer.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.



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MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in criminal justice, sociology, and/or psychology and Police Academy training; supplemented by one (1) year previous experience and/or training involving law enforcement with some experience working with children preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid P.O.S.T. certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.



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ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally very heavier items (100 pounds or over)

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.