



# VALLEY COUNTY JOB DESCRIPTION

## *MARINE DEPUTY*

**Department: Sheriff's Office**

**Reports to: Marine Sergeant**

**Date Established: 1/2018**

**Date Revised: 2/2024**

**FLSA Status: Non-Exempt**

### SUMMARY

Patrols the waterways of Valley County to oversee and ensure public safety, and to protect individual and community property. This position promotes boater safety through education, public assistance, and enforcement of boating laws and regulations. Some latitude is granted to the employee for independent judgment and initiative, but work is subject to stringent state and county legal guidelines.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforces state and local boating laws and ordinances;
- Educates the public on marine laws and safety procedures;
- Operates patrol boats, trailers, trucks, and other related equipment;
- Inspects and performs general maintenance on all marine equipment;
- Maintains logs, reports, and other necessary paperwork;
- Maintains contact with dispatch and marine supervisors;
- Boards and inspects boats and other watercraft as specified in operating procedures;
- Issues citations for violations and provides documentation in support of violations;
- Provides assistance to any vessels in distress;
- Performs investigations of accident scenes and crimes;
- Responds to calls for service and takes appropriate action;
- Determines the existence of probable cause, and identifies and takes suspects and offenders into physical custody, or refers charges for review and prosecution;
- Remains on-call after regular duty hours to respond to emergency situations;
- May be required to make court appearances on off-duty time;
- Executes subpoenas and warrants;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Responds to questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the minimum knowledge, skills, and/or abilities required for an individual to satisfactorily perform each essential duty and be successful in the position.

- High school diploma or equivalent;
- Must be 21 years of age or older with at least 2 years of proven work experience;
- Possession of a valid drivers license;
- Ability to work in a marine environment;
- Ability to work submerged in water using proper safety equipment;
- Ability to pass a basic swim test;
- Ability to pass the physical fitness requirements of the Peace Officer Standards and Training (POST);
- Ability to become certified and administer basic First Aid and CPR;
- Successful completion of the Department's Field Training Program;
- Knowledge of safe boating operations, laws, and ordinances;
- Familiarity with Valley County waterways;
- Understanding of methods, objectives, and procedures of law enforcement practices;
- Knowledge of officer safety skills, including defensive tactics, handcuffing, and firearm operations;
- Ability to operate personal computers and job-related software;
- Knowledge of crime prevention and education techniques;
- Ability to work independently as well as in teams;
- Ability to understand and apply departmental, state, and local law enforcement procedures, policies, rules, and regulations;
- Ability to analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper courses of action;
- Skilled at dealing effectively with the public in controversial, emergency, emotional, and stressful situations;
- Ability to operate law enforcement vehicles, boats, and equipment;
- Ability to cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Ability to establish and maintain effective relations with fellow employees, citizens with varied racial, religious, ethnic or economic backgrounds, and other law enforcement individuals and agencies;
- Demonstrated proficiency in the use and care of firearms;
- Demonstrated proficiency in the exercise of defensive tactics;
- Ability to operate radio, audio and video equipment, and related specialized law enforcement equipment;
- Ability to prepare accurate and grammatically correct written reports;
- Ability to maintain a moderate level of physical fitness to perform essential job functions;
- Ability to uphold the Law Enforcement Code of Ethics and maintain a professional demeanor at all times;
- Ability to work varied shifts, including weekends and holidays;
- Strong oral and written communication skills;
- Ability to listen carefully for understanding;
- Ability to use good judgment to make sound and reasonable decisions;
- Strong problem-solving skills;
- Demonstrated integrity and ingenuity in the performance of assigned tasks and solving problems;
- Ability to perform all duties in accordance with County policies and procedures with regard to personal safety and that of other employees and the public.

### **Other Job Requirements**

- Must pass a thorough background check;
- Must pass a pre-hire drug test as well as be subject to random drug testing;
- Must maintain POST certification through 40 hours of certified training every two years;

### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must have sufficient physical and mental capability to work indoors and outdoors in all weather conditions; swim and perform rescue operations in lakes and rivers; drive a vehicle with a trailer, operate a boat, and operate rescue equipment; interrogate and interview people; discern noises that may require investigation, and conduct telephone and radio communication; and perform visual surveillance, sight and shoot a firearm, gather evidence at crime scenes, and coordinate and conduct detailed investigations. The employee is constantly required to stand, sit, bend, stoop, grasp and reach repeatedly, maneuver through and over rough, uneven, slippery or rocky terrain, perform search activities for extended periods of time, physically apprehend and restrain an individual, and perform all duties required in a law enforcement environment. The employee is regularly confronted with dangerous and life-threatening situations.