

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4420

TITLE: DEPUTY SHERIFF II

GRADE: C-18

DEFINITION:

Under general supervision, and in accordance with federal, state, county, and agency regulations, serves in the Sheriff's Office as a lead worker; performs various routine duties in the field of law enforcement specifically in the areas of correctional services, community corrections, court services and administration; as well as other duties assigned by supervisors acting on behalf of the Sheriff.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Sheriff II class differs from the Deputy Sheriff I class in that the Deputy Sheriff II receives less supervision and performs specialized non-supervisory sheriff duties, whereas the Deputy Sheriff I performs various entry level law enforcement duties under close supervision of a higher level Deputy Sheriff. Positions in this class serve as lead workers over Deputy Sheriff I's.

The Deputy Sheriff II class differs from the Deputy Sheriff Sergeant class in that the Deputy Sheriff Sergeant class performs supervisory duties whereas the Deputy Sheriff II class performs no supervisory duties.

ILLUSTRATIVE DUTIES:

Supervises inmate activities, prevents escapes and maintains order, discipline and security;
Takes appropriate action in emergency situations in accordance with established riot, hostage, fire and disaster plans;
Executes and returns civil and criminal process, Department of Motor Vehicle suspension orders; court orders, levies and evictions;
Serves warrants and makes arrests;
Gives testimony in court on actions taken during arrests and investigations in criminal matters;
Secures the courtrooms to which assigned from disruption and violence;
Escorts prisoners to and from courts and the Adult Detention Center;
Provides on-the-job training for newer deputies;
Processes inmates in and out of the Adult Detention Center;
Oversees inmates in a specific area of the Adult Detention Center;
Directs or escorts all inmates in an assigned area;
Keeps a continual count of inmates in an assigned area;
Oversees the handling and security of inmate property;
Investigates complaints from inmates or the public concerning missing, misplaced, or mishandled inmate property;
Transports, by vehicle, inmates and other individuals in custody;
Performs instructor duties at the Criminal Justice Academy;

Prepares and conducts roll call training;
Ensures accurate and current files are maintained on all supply transactions and office equipment repair;
Performs routine law enforcement duties as required (e.g. traffic enforcement, accident response and investigation, criminal investigations, etc.)
Maintains complete and accurate records and prepares clear and concise reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the policies, procedures, and practices of the functional area to which assigned;
Knowledge of federal, state, and County laws and ordinances affecting assigned duties;
Knowledge of the agency's standard operating procedures and guidelines as well as riot, hostage, fire and disaster plans;
Knowledge of the agency's information technology system (eg. PCs, Live Scan, etc.)
Demonstrated skill in the use of firearms, defensive tactics and non-lethal weapons;
Ability to operate vehicles, emergency equipment, radio and CAD;
Ability to affect a physical arrest;
Ability to maintain a level of physical fitness appropriate to assignment;
Ability to work a shift work schedule which includes rotating shifts, evenings, weekends, and holidays;
Ability to work effectively under stress;
Ability to establish and maintain good working relationships with fellow staff members, inmates, and other departments and agencies;
Ability to effectively handle situations requiring tact, diplomacy, fairness and good judgement;
Ability to make accurate observations and remember names, faces and details;
Ability to communicate clearly and concisely, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, and experience and training equivalent to the following:
High school diploma or a G.E.D. issued by a state department of education;
PLUS
Two year of sworn experience as a Fairfax County Deputy Sheriff I and must presently be serving as a Deputy Sheriff I in the Fairfax County Sheriff's Office.

REVISED: May 15, 2012
REVISED: September 1, 2009
REVISED: August 6, 2002
REVISED: June 9, 1986
July 1977