

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4422

**TITLE:** DEPUTY SHERIFF I

**GRADE:** C-17-2

**DEFINITION:**

Under direct supervision, and in accordance with federal, state, county and agency regulations, performs a variety of basic, entry-level deputy sheriff duties in the field of law enforcement specifically in the areas of correctional services, community corrections, court services and administration; as well as any other duties assigned by supervisors acting on behalf of the Sheriff.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Deputy Sheriff I class is an entry-level class in which positions perform work under the direct supervision of a higher level Deputy Sheriff position. The Deputy Sheriff I class differs from the Deputy Sheriff II class in that the Deputy Sheriff II class receives less direct supervision and has more independence of action. Deputy Sheriff II's serve as lead workers over Deputy Sheriff I's.

**ILLUSTRATIVE DUTIES:**

As a member of a squad on an assigned shift, 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;

Serves warrants and makes arrests;

Maintains order in the assigned courtroom and on the premises of the Judicial Center, and provides security from disruption and violence;

Executes and returns civil and criminal process and Department of Motor Vehicle suspension orders, levies and evictions;

Gives testimony in court on actions taken during arrests and investigations in criminal matters;

Oversees inmates during periods of recreation outside their assigned living area;

Searches, fingerprints, photographs and assigns quarters to inmates;

Interviews inmates and case managers to assess suitability for placement in the work release program;

Monitors offenders' performance of community service projects to assure the quality of work performed and the whereabouts of offenders;

Searches offenders and grounds for contraband;

Transports, by vehicle, inmates and other individuals in custody;

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 standard operating procedures and guidelines as well as riot, hostage, fire and disaster plans;  
Knowledge of the agency's information technology system (e.g. PC's);  
Demonstrated skill in the use of firearms, defensive tactics and non-lethal weapons;  
Ability to operate vehicles, emergency equipment, radio and CAD;  
Ability to effect 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, experience and training equivalent to the following:  
High school diploma or a G.E.D. issued by a state department of education.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License at time of appointment.  
The following must be obtained from the Virginia Department of Criminal Justice Services within one year of appointment:  
Certification as a Law Enforcement Officer;  
Certification as a Jailer;  
Certification in Court Security/Civil Process;  
Certification in firearms proficiency.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be a U.S. Citizen;  
Must be twenty-one years old or within 180 days of 21<sup>st</sup> birthday at time of application;  
Must successfully complete a criminal background investigation, polygraph examination, and a psychological examination;  
Must never have been convicted of a felony or a serious misdemeanor;  
Must be able to obtain a Class "A" medical rating in the assigned medical group before appointment;  
Must be a non-smoker at time of appointment, and be willing to sign a Condition of Employment Agreement to refrain from smoking, both on and off duty.

REVISED:	September 1, 2009
REVISED:	July 11, 2007
REVISED:	January 12, 2005
REVISED:	August 6, 2002
REVISED:	December 17, 1996
REVISED:	June 9, 1986
REVISED:	November 28, 1984