



Linn County Sheriff's Office

Chief Deputy Job Description

The Linn County Sheriff's Office is currently accepting applications for a full-time Chief Deputy position. LCSO is committed to the highest degree of employee standards. The ideal applicant will have excellent communication skills, be service-oriented, and be willing to work in a team environment.

Linn County covers approximately 621 squares miles and is home to approximately 12,000 residents. It is a predominantly rural farming area with twenty-five small towns / communities spread across the county. The Linn County Sheriff's Office staffs 1 Chief Deputy, 5 Road Patrol Deputies, 1 Bailiff, 1 Court Security / Transportation Officer and 1 office staff member.

The Chief Deputy is the second in command under the Sheriff. The Chief Deputy shall have the same responsibilities as the Sheriff when assigned as the Acting Sheriff. Specific details regarding this position are listed below.

Salary

- Please contact LCSO Executive staff for salary.

Shift / Work Schedule

- 8-hour shift
 - 8 am – 4 pm
 - Hours may vary due to special assignments as directed by the Sheriff.
- Monday through Friday
 - Days may vary due to special assignments as directed by the Sheriff.

Benefits

- Thirteen (13) annual paid holidays.
- Five (5) paid vacation days after one year of employment.
- Ten (10) paid vacation days after two years of employment.
- Four (4) hours paid sick leave accrued monthly.
- Paid overtime.
- Paid training.
- 401(k) matching.
- CERF Retirement
- Paid health insurance for employees.
 - Optional health insurance available for family / dependents – paid for by employee.
 - Optional dental and vision insurance available – paid for by employee.
- Take home patrol vehicle.
- Required uniforms and equipment provided.
- LCSO is a qualifying employer for the Public Service Loan Forgiveness Program.

Job Duties / Responsibilities

This list is not all inclusive and is subject to change as needed.

- Supervise all subordinate staff to ensure compliance with policies and procedures.
- Assign and assist staff in performing their duties and responsibilities.

- Organize and maintain shift schedule for road deputies, including call outs.
- Receive, review, and approve all requests for all scheduled time off for deputies.
- Inspect each report written for completeness, accuracy, and compliance.
- Complete MIBRS reporting and submissions.
- Ensure all training requirements are met by staff.
- Receive and manage all employee complaints received by this office.
- Report all infractions of rules and regulations of this office to the Sheriff.
- Assist in hiring, promoting, disciplining, suspending, or recommending termination of employees.
- Enforce all applicable laws.
- Respond to calls for service as needed.
- Serve civil and criminal process papers as needed.
- Enforce all traffic laws.
- Prepare reports and maintain records for public, court, and law enforcement purposes as needed.
- Conduct investigations and interviews as needed.
- Collect and secure evidence as needed.
- Make criminal arrests and book inmates as needed.
- Transport inmates as needed.
- Assist other agencies as needed.
- The Sheriff may assign additional duties as needed.

Required Skills / Knowledge / Abilities

This list is not all inclusive and is subject to change as needed.

- Must be at least 21 years of age.
- Must have at least two years of law enforcement experience.
- Must possess a valid Class A Missouri POST certification.
- Must possess a valid Missouri driver's license.
- Must be able to pass a background investigation.
- Must be able to pass a drug / alcohol screening.
- Must be able to pass a physical fitness test if requested.
- Must be able to pass vision test.
- Be of good character.
- Possess excellent communication and public relations skills.
- Possess basic computer knowledge.
- Possess proficient report writing skills.
- Strong knowledge and understanding of Missouri State Charge Codes.
- Knowledge and understanding of Missouri criminal and civil process procedures.
- Knowledge and understanding of common safety procedures.
- Ability to multi-task and prioritize calls for service.
- Ability to follow directives; both written and oral.
- Ability to keep information confidential.
- Ability to lift heavy objects and lift / move subjects up to 150 lbs.
- Ability to react quickly and appropriately to various situations, including emergency conditions.

This position will stay open until filled.