TITLE:	**Auxiliary Deputy**	**JOB CODE:**	1337
PREPARED:	01/02/07	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, performs a variety of office and fieldwork duties in support of basic public safety/law enforcement operations and functions.

Distinguishing Characteristics: This designation is distinguished from the Deputy Sheriff - Patrol and Deputy Sheriff - Detention classifications by the fact that this position does not require Category 1 or Category 3 POST certifications.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists in traffic control of special events, major fires, parades, signal outages and accidents; responds to and investigates reports of accidents; transports and sets up radar trailer
- Responds to citizen requests for service which do not require a sworn officer; performs fingerprinting duties for citizens and license applicants
- Conducts motor vehicle inspections and VIN verifications and performs other routine checks and authorizations.
- Picks up and delivers correspondence for the department and community organizations; serves civil papers as directed.
- Takes reports over the telephone and gives information and directions to the general public; greets the public at the front desk and handles their requests; responds to non-emergency calls as directed
- Observes, reports and, whenever feasible, follows up on conditions which pose potential threats to public safety and health and abuse of public property.
- Assists with non-enforcement tasks associated with case investigations; accepts, stores, releases, and facilitates the destruction or disposing of criminal evidence.
- Prepares information, bulletins, correspondence and reports as directed.
- Assists training officer in maintenance in the training room and in training records
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of Sheriff's department policies and procedures.
- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of the criminal justice and court systems, procedures and protocols in the State of Nevada.

- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of hazardous chemicals and materials, first aid and CPR.
- Skill in the care, maintenance and safe operation of firearms and impact weapons.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and in emergency situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in establishing effective working relationships.
- Skill in effective and oral communications.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Certified as a Churchill County Reserve Deputy within a specified time frame after date of hire, as determined by the Sheriff.
- Must possess State of Nevada Driver's license, and must successfully pass a background investigation.
- Must meet department qualifications for firearm.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- Subject to physical harm such as physical attacks.
- May be exposed to drugs, infectious and communicable diseases.
- Required to physically restrain persons.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects over 50 pounds.
- Must maintain a level of physical fitness to meet Department standards.

Equipment and Tools Utilized:

- Special Equipment includes automotive patrol vehicles, firearms, handcuffs, impact baton, two-way radios, cameras, video and audio equipment, fire extinguisher, breath tester, fingerprint machine, pepper spray; computerized and conventional office equipment.