

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA
POSITION DESCRIPTION**

TITLE: MASTER DEPUTY

GENERAL DESCRIPTION

The essential function of the position within the organization is to maintain civil order and enforce laws. The position is responsible for protecting life and property, maintaining civil order, and enforcing laws. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Patrol Master Deputy

Drives vehicle in assigned areas to enforce laws, investigate crimes and arrest violators.

Responds to citizens' complaints.

Observes and issues traffic citations, criminal warrants, and county ordinance violations.

Investigates illegal or suspicious activity.

Prepares and files criminal and administrative reports.

Locates and takes individuals into custody on arrest warrants.

Serves subpoenas and summons.

Assumes control of traffic accidents and investigates the cause of the accident.

Corrections Master Deputy

Interviews inmates to determine appropriate placement within the jail; answers inmate questions concerning court dates, jail credit, and other information.

Maintains log of all inmate moves made within the jail; maintains location report providing cell location of each inmate.

Maintains working knowledge of inmate enemies to deter altercations.

Handles problems of individual inmates.

Conducts hearings for inmates charged with violating jail rules and regulations; negotiates plea agreements with inmates charged with violating jail rules and regulations.

Organizes, updates, and maintains electronic and hard copy data files for each inmate, including initial incarceration, additional court data, release, committal orders, transports, and other legal paperwork.

Maintains records of all deposits and disbursements for med co-pay, canteen, and work release accounts.

Computes release dates for inmates; determines jail credit for state time inmates.

Reports subjects who have not reported to serve sentences ordered by the court.

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Responds to records, photo, and other requests from judges, court clerks, attorneys, the Department of Corrections, probation officers, other law enforcement agencies, Social Services, detectives, investigators, and other persons.

Transports inmates; arranges and coordinates inmate transports; maintains records of transports.

Trains peers in job task methods.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Coordinates the handling of machinery and equipment involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change or measuring.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

.Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

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IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED. An Associate's Degree is preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires enrollment in an 18-week academy.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires no prior experience, just a short demonstration.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis and exceptional dexterity and skill in operating machinery or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, intense noise, and violence.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

MASTER DEPUTY

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.