



## Grand Traverse County, MI Job Description

### Seasonal Law Enforcement Officer/Marine Assignment

#### GENERAL SUMMARY

Primary function of the job is to independently perform special enforcement duties as a Marine Deputy, within established policies and procedures. Communication consists of regular contacts with the public. Supervision consists of general instructions in new assignments with advice and assistance normally available. Methods of carrying out responsibilities of assignment are defined by standard practices or procedures and may affect the life or safety of individuals.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Patrols and enforces State and Local laws on County waters
- Investigates accidents and complaints and prepares written reports concerning all activities
- Performs routine maintenance of assigned equipment
- Educates the public on safe boating practices; facilitates formal boating safety courses; and issues boating safety certificates upon successful completion
- Must maintain open communication with higher rank and follow all policies and procedures of the Sheriff's Office, including the general policing philosophy of the Sheriff

#### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

High School Diploma or G.E.D., supplemented by some college level course work in law enforcement, criminal justice, corrections, social sciences, public management or related field

#### CERTIFICATIONS, LICENSES (minimum requirements)

- Possess and maintain valid Michigan Driver's License
- CPR and First Aid certifications helpful

#### CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- Must be a United States citizen and at least 18 years old
- Must not have been convicted of a felony or crime that might question the applicant's credibility as a peace officer
- Must possess and maintain a valid Michigan Driver's License
- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a complete background investigation
- Must be in good health and able to perform police duties, free from chronic disease and any physical deformities
- Must have swimming competency required for Marine assignment

- Interpersonal skills necessary to deal courteously and effectively with other employees and the public
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to maintain confidentiality

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

#### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move over 100 pounds.
- Must be able to work any shift, weekends, and holidays for this 24-hour operation and must be able to work mandatory overtime.

#### **KNOWLEDGE, SKILLS, ABILITIES, COMPENTENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of lifesaving and first aid methods and techniques
- Advanced knowledge of boating principles
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Ability to explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job

**NOTE:** All applicants must comply with the Sheriff's Office 'no use of tobacco policy' while on the job or representing the department.



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