

**CHEROKEE COUNTY GEORGIA
POSITION DESCRIPTION**

TITLE: CORPORAL

GENERAL DESCRIPTION

The essential function of the position within the organization is to enforce local, state and federal laws and ensure public safety. The position is responsible for supervising assigned deputies, training, maintaining and updating departmental records, enforcing laws and ordinances, patrolling the County, handling public relations, and preparing related paperwork and reports. The position works under general supervision according to some procedures; decides how and when to complete tasks.

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

Supervises assigned deputies, including training; assigning, monitoring and evaluating work; counseling; and reviewing reports prepared by personnel to ensure accuracy and completeness of information.

Conducts routine car or foot patrols in residential and business areas of the County; maintains contact with business owners and residents to ensure good relations; performs security checks for homes and businesses.

Responds to calls for police assistance with situations such as domestic disputes, residential or business break-ins, vehicle accidents, or disputes among juveniles; apprehends law violators as appropriate.

Prepares and maintains departmental records and reports in accordance with applicable policy, procedures and regulations; prepares and files written incident reports.

Monitors and/or assists with special unit functions, such as working with K-9 dogs or serving as School Resource Officer in the community schools as assigned.

Performs public relations functions, such as making safety presentations at schools, providing tours of the Sheriff Department, or providing information and answering questions at special events.

Provides for safe and convenient flow of vehicular and pedestrian traffic within the community, investigates traffic accidents, enforces traffic laws, reports unsafe road conditions to appropriate personnel, and conducts DUI/speed checks.

Supervises activity in the Adult Detention Center, such as quelling disturbances; ensuring safety and security of inmates, civilians and staff; ensuring physical security of County property; distributing mail; handling key control, ingress and egress access control via remote computer systems and video feed; or assisting with transporting of inmates throughout the state.

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Issues civil or legal documents such as traffic citations; prepares forms and other documents as required; testifies in civil and/or criminal court proceedings or gives depositions.

Completes required paperwork and enters data into computer system; prepares routine and special reports as required.

Monitors the maintenance of equipment of responsibility, and maintains physical condition in compliance with departmental guidelines and standards.

Attends or conducts staff meetings to exchange information; attends in-service training and technical or professional classes or seminars to improve technical and professional skills and to maintain certification.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: “Data Responsibility” 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 Responsibility” refers to *individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs or assigns duties to coworkers.

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 equipment of high value or moderate amounts of money.

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

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

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.

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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 skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

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 moderately serious impact - affects work unit and affects other units or citizens.

EQUIPMENT USAGE: “Equipment Usage” 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.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computer, police vehicles, radar or firearms.

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 first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

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 or GED, and one year of college or vocational school education in law enforcement or a closely related field.

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 State of Georgia P.O.S.T. certification and a valid State of Georgia Driver's License and satisfactory Motor Vehicle Record.

EXPERIENCE REQUIREMENTS: “Experience Requirements” 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 two years of related experience.

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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, firearms, tools 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, dust or pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, electrical shock, heights, violence, disease/pathogens, traffic, animals/wildlife, explosives, toxic or caustic chemicals and radiation.

SENSORY 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, speaking, color perception, sense of taste, sense of smell, depth perception and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County 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.