

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Jail Deputy		Choose an item.	Choose an item.	Choose an item.	Non-Exempt
POSITION TITLE: Jail Deputy			POSITION#:		
☐ New ☒ Revised (Check one)		Date:	6/11/26		
SERVICE TYPE:			BCDSA		
Employee Name:		Department:	Sheriff's Office	Supervisor:	Captain John DeVaney
FTE:	1.0	Employment Status:	Regular Full Time		

Position Summary:

Maintain the order, discipline, and security of the County Jail. Process persons into and release persons from the jail within established guidelines. Transport Adults in Custody (AIC) to court, other institutions, medical appointments. Document daily events and activities and maintain current and accurate custody information. Maintain relations and address needs of attorneys, court, and the general public.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Safety of AIC, Staff and General Public. Security of the Facility. Essential Duties: Monitoring, inspecting, searching, counseling, and providing direct services to the AIC population.	45%
2	MFA: Intake, Transports and Release of Persons. Essential Duties: Completing bookings and releases of AIC including clothed and unclothed searches, data collection, verifying and entry; screening for medical and or mental health concerns; inventory and securing of AIC property and funds, transporting AIC to rental beds, court appearances and outside appointments, determining release eligibility and completing release documents.	22%
3	MFA: Documentation of Occurrences and Events Essential Duties: Maintaining accurate and current custody documents, computerized activity logs, visitation log, receipts, maintenance, and distribution of facility reports. Complete reports accurately and in a timely manner related to routine and emergency incidents, rule violations, possible criminal activities, use of force incidents, and warrant service.	15%
4	MFA: Public Relations/Training/Certification Essential Duties: - Answering phones, scheduling visits with social and professional visitors, maintaining positive working relations with other criminal justice professionals and addressing concerns and questions from AIC family and friends. - Completing training and mandatory qualifications as outlined by BCSO policy and procedure. Must maintain current DPSST certification.	10%
5	MFA: Medical Distribution Essential Duties: Setting up and administering medicines and medical orders as ordered or directed by Facility Medical Staff.	5%
6	MFA: Rehabilitative Programming	3%

	Essential Duties: Offering or providing educational or rehabilitative programming to the AIC population. Screening, training, and supervising program volunteers and/or paid instructors. Counseling and referral of AIC.	
	And other duties as assigned.	
Percentages should total 100%		100%

Special Requirements related to essential functions (e.g. certification, driver's license, professional licenses, bi-lingual, etc.):

Oregon Driver's License
 21 years of age
 US Citizen
 Complete the ORPAT during hiring process and during Academy
 Successfully pass a background investigation, psychological exam, and a medical evaluation before being hired
 DPSST Basic Certification-including attendance and completion of the 6-week course, within 1 year of employment.
 LEDS Certification required within 6 months of hiring
 Notary Public within 3 months of hiring
 First Aid and CPR Certifications within 60 days of hiring
 Ability to work any shift as assigned during 4-month rotations

Physical Requirements:

Positions in this class typically require reaching, standing, walking, running, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires frequently lifting and carrying varying from light to heavy. Work hours and days off vary every 4 months to include day shift, swing shift and graveyard. Nature of position involves exposure to health and safety risks on a continuous basis. Both physical injury and exposure to contagious diseases exist.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the division.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____