



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Deputy - Search and Rescue Coordinator  
Department: Sheriff's Office  
FLSA Status: Non Exempt  
Job Code: 2981, 2982, 2983  
WC Code: 7720  
Effective Date: September 20, 2012  
Last Revised:  
Pay Grade: S08, S09, S10  
Union: Sheriff's Association

#### SUMMARY

A Patrol Deputy who has been appointed by the Sheriff and serves at the pleasure of the Sheriff and serves as the Search and Rescue Coordinator. Works under the direction of the Sheriff. Is responsible for coordination of the County's Search and Rescue program in addition to all duties and responsibilities of a patrol deputy as needed.

#### NATURE AND SCOPE

This position requires a wide diversity of work situations which involve a high level of complexity. Complexity is due to the number of activities which must be coordinated with various State, Federal and County agencies. The position reports to the Sheriff

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

- A. Organize, administer and maintain the Sheriff's Office Search and Rescue Program to meet emergencies arising from man-made or natural disasters pursuant to ORS 404.
- B. Makes public appearances to promote the Search and Rescue Program, recruit volunteer personnel and offers liaison services to other State, County and City agencies.
- C. Promotes the Search and Rescue Program through news media via news releases, publicity material and personal appearances.
- D. Ensures compliance with State and Federal regulations necessary to obtain federal funding for personnel and administrative expense program, and surplus/excess property program.
- E. Cooperates with State and County Emergency Management and Emergency Service personnel of other counties and/or cities to coordinate the work of local volunteer groups during mutual aid.
- F. Establishes and staffs the Sheriff's Emergency Operations Center (EOC) during Search and Rescue emergencies

- G. Schedules training classes for volunteers and arranges for necessary demonstrations, classroom aids and lectures on specialized topics such as medical care, search and rescue and rescue and radio communications.
- H. Coordinates search and rescue activities of the State certified volunteers of the Josephine County Sheriff's Office Search and Rescue Team.
- I. Oversees the activities of the Josephine County Emergency Communications (JCEC) Reviews and investigates all citizen complaints against section volunteers, assuring compliance with current citizen complaint policy and procedures and notifies Sheriff's Administration of findings. Refers major complaints to the Sheriff's Administration.
- J. Prepares and justifies annual Search and Rescue budget to the Sheriff. Reviews and monitors expenditures to remain within established budgetary constraints.
- K. Develops and revises Search and Rescue work plans and grants for State, Federal and local agencies. Prepares quarterly reports on work completed and reimbursement reports for grants.
- L. Is on call 24 hours a day, seven days a week for response if need arises.
- M. Performs other related duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

This is not a supervisory position; however it may require the application of personnel management skills in the directing of Search and Rescue volunteers.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

#### EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED) and one to three months related experience and/or training. Specific duty assignments may require additional education and experience.

#### JOB IMPACT

Use sound judgment; make decisions quickly under stressful circumstances and respond appropriately to changing situations and priorities.

#### JOB CONTACTS

The position generally has contact with state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other governmental agencies, outside agencies and the public.

#### LANGUAGE SKILLS

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the general public.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITIES

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### OTHER SKILLS AND ABILITIES

Ability to read, analyzes, and interprets Oregon Revised Statutes, technical procedures, and/or governmental regulations. Ability to prioritize and organize assignments. Ability to write reports, warrants and citations. Ability to effectively present information and respond to questions from the general public. Ability to communicate with angry or hostile individuals.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of or ability to obtain certification for: Introduction to the National Management System (NIMS), Incident Command Series and Hazmat Awareness or Weapons of Mass Destruction (WMD) Awareness; Managing Land Search Operations (MLSO).

Must have an Oregon driver's license. Requires successful completion of DPSST Basic Deputy Certification within one year of hire. Assigned to Intermediate and Advanced levels upon completion of DPSST certification as follows:

INTERMEDIATE CERTIFICATION								
Minimum Years of Experience	8 years	7 years	6 years	5 years	4 years	4 years	4 years	2 years
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	15 (300 hours)	23 (460 hours)	30 (600 hours)	38 (760 hours)	45 (900 hours)	DPSST Basic Course	DPSST Basic Course	DPSST Basic Course
Minimum College Education Credits <a href="#">New College Credit Rule</a>	15	23	30	38	45	Assoc. Degree	Bachelor Degree	Bachelor Degree
ADVANCED CERTIFICATION								
Minimum Years of Experience	12 years	11 years	10 years	9 years	8 years	9 years	6 years	4 years
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	30 (600 hours)	35 (700 hours)	40 (800 hours)	45 (900 hours)	60 (1200 hours)	DPSST Basic Course	DPSST Basic Course	DPSST Basic Course
Minimum College Education Credits <a href="#">New College Credit Rule</a>	30	35	40	45	60	Assoc. Degree	Bachelor Degree	Master Degree

**BACKGROUND INVESTIGATION**

Those employed in this position are subject to a background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is often exposed to airborne particles; body fluids; chemical solutions; heat; cold; humidity; wet slippery area. The noise level in the work environment is occasionally loud. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 150 lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Speech, Vision & Hearing**

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe:
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

**Exposure - Environmental Factors**

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>