



Office of Bedford County Human Resources

1 Public Square Courthouse, Suite 101
Bedford County Mayor's Office
Shelbyville, TN 37160

Bedford County Sheriff's Office

Deputy (Patrol Division or Security Specialist Division)

Definition

The employee will become a Deputy with the Bedford County Sheriff's Office. The duties will range from Patrol Deputy on any shift to Security Specialist Division Deputy at the Bedford County Courthouse on the day shift. The Sheriff reserves the discretion to change employee shifts at any time. The employee duties will be determined after hiring and completion of training. Work area may vary.

Work Environment

Employee will operate a variety of equipment, including (but not limited to) a computer, radio transmission equipment, paging system, copier, fax machine, patrol vehicle, security equipment, handcuffs, weapons, etc. Different shift work may be required as well as holidays and weekends.

Essential Job Requirements

- Must be at least 21 years of age.
- Must have high school diploma or GED.
- Must have clean background check (including no order of protections, restraining orders, late child support, DUI, etc.)
- Must be willing to a work flexible schedule.
- Integrity, honesty and ability to work under stressful conditions required.
- Must be able to multi-task and use a computer, phone, radio, etc.
- Must obtain working knowledge of the Tennessee "IO-codes".
- Must be able to react quickly and remain calm in emergency situations, while following policies and procedures.
- Must have some knowledge of the law.
- The employee must have the ability to read and comprehend narrative hand-written materials to include pass on logs, printed materials (such as SOP's and TeA, computer and information data.
- The ability to prepare hand-written activity logs and narrative incident and offense reports in a legible and grammatically acceptable manner to permit comprehension by the receiving party.

- Must be able to understand and exchange information with supervisors and coworkers when receiving assignments, instructions, and shift change information, while performing assigned duties and tasks.
- There are times when independent judgement is necessary.
- Must have the ability to understand and exchange information with vehicle operators, complainants, victims, witnesses, members of the general public, judges, attorneys, jurors, records personnel, facility maintenance personnel, etc.
- Ability to provide verbal direction to excited and agitated individuals and arrested individuals in a manner to effect compliance and conformance to directives is necessary.
- Must have the ability to add, subtract, multiply and divide.
- Must be able to hear audible alarms.
- Must be able to distinguish and identify sounds.
- Ability to smell well.
- Must be willing to respond to all arrest calls.
- Must pass all required tests and certifications, etc.

Application Deadline

All applications must be submitted by hand or mail to HR Dept.

Please visit www.bedfordcountyttn.org to print the employment application.

Printed applications may be mailed or delivered to:

HR Department – Attn. Anita Epperson
1 Public Square, Suite 101 – Bedford Co. Mayor’s Office
Shelbyville, TN 37160

Bedford County is an Equal Opportunity Employer