



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

Bedford County Sheriff Dept.
Deputy (Patrol Division or Security Specialist Division)

Definition

The employee will be a deputy with the Sheriff's Dept. the duty could be as a patrol deputy on any shift or as a security specialist division deputy at the Bedford County Courthouse on the day shift. Shifts can be moved at any time at the Sheriff's discretion. You will not know where you will be working until you are hired and have finished training, work area may vary.

Work Environment

The employee will operate a variety of equipment including but not limited to a computer, radio and transmission equipment, paging system, copier, fax, patrol car, 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 work flexible days and hours
- Integrity, honesty and ability to work under stressful conditions required.
- Must be able to Multi-task and work 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 and follow policies and procedures.
- 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. They must be able to understand and exchange information with supervisors and coworkers when receiving assignments, instructions, and shift change information and while performing assigned duties and tasks. There are times when independent judgment is necessary. Ability to understand and exchange information with vehicle operators, complainants, victims, witnesses, and 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
- Ability to add, subtract, multiply, and divide.
- Ability to hear alarms.
- Ability to distinguish and identify sounds.
- Ability to smell well.
- Respond to all arrest calls.
- Pass all required test and certifications, etc.

Application Deadline

All applications must be submitted by hand or mail to HR dept. no later than Nov. 04, 2016

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