

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b>	Sheriff's Office	<b>Unit:</b>	Law Enforcement
<b>Name:</b>		<b>Position Title:</b>	Transport Officer
<b>Class Title:</b>	Corrections	<b>Class Number:</b>	41121

<b>Dept./Div.:</b>	Patrol	<b>Civil Service Status:</b>	Classified
<b>Reports To:</b>	Patrol Sergeant	<b>Employment Status:</b>	Part-Time
<b>Pay:</b>	Collective Bargaining Agreement	<b>FLSA Status:</b>	Non-Exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education with training or experience in law enforcement; must possess a valid Ohio vehicle operator's license and Ohio Peace Officer Training Council Basic Police Certification.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio vehicle operator's license with an acceptable driving record; Ohio Peace Officer Training Council Basic Police Certification

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Patrol vehicle, handgun, computer, telephone, two-way radio.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** For purposes of ORC 4167.

Occasional: Exposure to constant or intermittent loud noise; exposure to fumes, noxious odors, dusts, mists, gases and/or poor ventilation; exposure to possible electric hazards; exposure to toxic, caustic or hazardous substances; exposure to flammable and/or combustible substances; exposure to bodily waste, tissue or fluids; exposure to fire.

Periodic - Contact with potentially violent or emotionally distraught persons; works in or around crowds.

Frequent - Exposure to hot, cold, wet, humid or windy weather conditions; operates or works in proximity to moving motor vehicles

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)





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**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

Knowledge of: (a) organizational policies and procedures\*;  
(b) law enforcement procedures and methods; (c) federal, state and local laws; (d) law enforcement equipment and weapons; (e) security practices and procedures; (f) justice system.

Skill in: (g) motor vehicle operation; (h) operation and care of firearms.

Ability to: (i) carry out detailed but basic written or oral instructions; (j) recognize unusual or threatening conditions and take appropriate action; (k) prepare accurate documentation; (l) communicate effectively; (m) develop and maintain effective working relationships; (n) travel to and gain access to work site; (o) demonstrate physical agility.