

SUSQUEHANNA COUNTY POSITION DESCRIPTION

TITLE:	DEPUTY SHERIFF
DEPARTMENT:	SHERIFF
LOCATION:	SUSQUEHANNA COUNTY COURTHOUSE
REPORTS TO:	CHIEF DEPUTY SHERIFF
SUPERVISES:	N/A
POSITION STATUS:	FULL TIME / NON-UNION
PAY GRADE:	5

GENERAL:

This is security and law enforcement work in support of various aspects of the county court system and criminal justice system. Work may involve exposure to unpredictable conditions and may require the use of physical force while effecting an arrest, executing court orders, assisting other law enforcement agencies or subduing and maintaining persons in custody.

Work is performed under the direction of the Sheriff, or designee, in accordance with Federal and State Laws and Sheriff's Office Policies and Procedures.

Minimum Requirements:

United States Citizen.

Pennsylvania Citizen upon employment.

Pennsylvania ACT 120 (Municipal Police Officer Training) or Act 2 (Sheriff and Deputy Sheriff Training) Certification required.

High School Diploma (or equivalent).

No criminal arrests/behavior that would not reflect well on the Sheriff's Office.

Knowledge, Skill and Abilities:

- Knowledge of the organizational and operational procedures of a Sheriff's Office.
- Ability to follow Chain of Command.
- Knowledge of the legal requirements and procedures involved in the custody of prisoners, the service of court documents, and the seizure of property.
- Skill in the care and use of firearms.
- Ability to enforce laws, rules and regulations with firmness and impartiality.
- Ability to deal calmly with people who may be angry and prone to violent actions.
- Ability to understand and carry out oral and written instructions.
- Ability to apply fair and impartial judgment and common sense in tense situations.
- Sufficient strength and agility to physically control violent people.
- Ability to work alone or with others, depending on the assignment.

Duties and Responsibilities:

- Serve court orders, warrants, subpoenas, and other court documents.
- Transport and guard prisoners going to and from court.
- Transport prisoners, suspects, and persons of interest as directed.
- Transport prisoners to scheduled medical visits or other appointments when required.
- Provide court security and protection for court officers, witnesses, jury members and the public when required.
- Provides security at various county locations in times of emergency or unrest.
- Assists in the conduct of tax sales.
- Post and deliver court orders and other legal notifications.
- Takes action to evict residents from properties or to seize property when order by court.
- Perform clerical office services in support of the above functions.
- Issue License To Carry Permits.
- Serve Protection From Abuse Orders.

Required Certifications:

- Completion of a course of study as required by the Commonwealth of Pennsylvania for Deputy Sheriffs (PA. Act 120 or Act 2 Certified).
- Possession of a valid Pennsylvania driver's license.
- CPR and 1st Aid.
- Annual weapons qualification.
- Attend and pass annual Mandatory In-Service Trainings and other requirements mandated by MPOETC and/or PCCD.

DISCLAIMER:

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN, INCLUDING THE HIGHLY CONFIDENTIAL NATURE OF INFORMATION RECEIVED IN THIS POSITION. I HEREBY ACCEPT THE POSITION OF SHERIFF DEPUTY IN THE SHERIFF'S OFFICE AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY

Date: _____

Signature Employee

Date: _____

Signature Department Head

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer