

***Clinton County, Pennsylvania***  
***Position Description***

**Title:** Deputy Sheriff  
**Department:** Sheriff  
**Date:** June 2017

**Purpose of Position & Summary**

The purpose of this position as a Deputy Sheriff is to serve and protect the citizens of Clinton County and its Judicial System through efficiency and professionalism. The position requires you to perform general duties of the Sheriff's Office. Generally you will be working in a safe environment, however, employees are at physical risk from violence, aggressive and/or hostile people, a variety of weapons, noise, exposure to hazardous materials, chemicals, communicable diseases, bodily fluids, sharp objects, and drugs. The work is performed under the direction of the Sheriff.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provides and maintains security in courtrooms and in the County Buildings. Greets the public, screens visitors and belongings through metal detectors, confiscates all weapons, provides directions to visitors.
- Serves a variety of Court of Common Pleas documents and District Magistrate papers such as notices, complaints, writs, protection from abuse orders including weapons seizures and exclusions, civil complaints, and arrest or bench warrants.
- Transports inmates to and from court and travels inter and intra state for extraditions.
- Conducts criminal and civil investigations regarding County-owned property.
- Enforces all Pennsylvania traffic and criminal codes
- Makes arrests for violations of civil, criminal and traffic laws/regulations.
- Assists other Law Enforcement agencies, Adult and Juvenile Probation, Children and Youth, Domestic Relations, County Treasurer's office
- Processes License to Carry and Licenses to Sell firearms, performs background checks on applicants, explains applicable laws, requirements, procedures, prepares and issues licenses
- Serves as a representative of the Sheriff's office at various civic and public functions while always conducting themselves in a positive and professional manner.
- Performs other related functions as assigned including required overtime.
- Attends mandatory and specialized training

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Must have a valid Pennsylvania driver's license, be at least 21 years of age and have a high school diploma. The successful candidate will be required to successfully complete any and all training provided by the employer which will include but is not limited to the 19 week (760hr) Deputy Sheriff's Training Academy including demanding physical requirements (multiple 1 ½ mile runs, a 300 meter sprint, set number of sit-ups, set number of push-ups, and a vertical jump), Taser and Firearms certifications. Act 120 certified applicants will attend the Deputy Sheriff's Waiver Training.

## **Abilities Required to Perform Essential Job Functions**

- Requires the ability to perform a basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as all court papers including warrants, notices, court orders, protection orders, etc.; reports, records, training materials, schedules, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Sheriff and all department personnel, other County departments, outside agencies, court personnel, defendants, drivers, inmates, juveniles, and the public

## **Physical Requirements**

Serving as a Deputy Sheriff is a demanding job. A Deputy is often placed in situations that make great demands on his/her physical capacity. In these instances, physical fitness is often the factor that spells the difference between success and failure, even life or death. Therefore all candidates must be in very good physical condition with no limitations which interfere in firearms use, warrant service, control tactics or any other job duties. Deputies must be able to pass many physical test established by the PA Sheriff's and Deputy Sheriff's Training Academy as mentioned previously and maintain a good fitness level.

## **Physical Demands**

Duties are performed both in an office environment and in the field. In the field, the employee is exposed to varying and extreme weather conditions. Must have the capability to see, hear and speak to communicate with the general public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb up stairs or over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas, sit for prolonged periods of time, move/push/pull or lift heavy objects exceeding 50lbs. Must have the ability to stand for long periods of time. Must have the ability to respond in an urgent but safe manner to emergencies or disturbances.

Clinton County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date:

Date: