



JOB DESCRIPTION

JOB TITLE: Deputy Sheriff

DEPARTMENT: Potter County Sheriff's Department

SUPERVISOR'S TITLE: Potter County Sheriff

JOB CLASS: Appointed

DEPUTY SHERIFF

GENERAL DESCRIPTION

The individual in this position will be responsible for the service of all types of civil process and orders of the Court. Included in these services, but not limited to, are Writs, Civil Complaints, Executions, Summons, Subpoenas, and Bench Warrants. Other duties include courthouse and courtroom security, transportation and control of persons in custody, issuance of Pennsylvania License to Carry Firearms and general office duties.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

To perform this job successfully, a Deputy Sheriff must be able to perform each essential duty to their maximum potential. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Supervises and directs in the transfer of prisoners to the County Jail, court rooms, searches, transports, and secures all prisoners;
- Maintains order and security in court, arranging for extra protection when required;
- Supervise and prepare work schedules for the courthouse security guards;
- Supervises summons, complaints and warrants;
- Supervises all orders originating from the Courts;
- Supervises transporting prisoners from jail, to and from Court and all institutions;
- Performs other related duties as required and assigned;
- Conduct disciplinary action(s) to employees, if required during absence of the Sheriff;
- Adhere to the chain of command principles;
- All other duties as assigned by the Sheriff.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Courteous and reliable responses to inquires from the public, litigants, attorneys, law enforcement officials and all others;
- Other responsibilities and/or duties as assigned or requested by the Sheriff.



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QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Thorough knowledge of the organization, procedures and operation of the Potter County Sheriff's Office;
- Thorough knowledge of the procedures required in the service and execution of civil and criminal court actions;
- Thorough knowledge of the procedures for operation of an emergency radio network;
- Skill in the care and use of firearms (required to qualify with the Department issued firearm on a yearly basis);
- Ability to learn the attitudes and group habits of individuals in custody;
- Ability to supervise the activities of subordinate deputies;
- Ability to understand and carry out complex written and oral instructions;
- Ability to provide clear written and oral instructions or to give orders;
- Ability to establish and maintain effective working relationships with judicial authorities, lawyers, associates and the general public;
- Ability to enforce rules and regulations with firmness and impartiality;
- Ability to respond quickly and calmly in emergency situations.

EXPERIENCE AND TRAINING:

- Must have a high school diploma or equivalency;
- Must have successfully completed a basic course (Act 120) in both criminal and traffic laws or some experience as a law enforcement officer;
- Must be certified to perform the duties of a deputy sheriff as mandated under the "Deputy Sheriffs' Training Act". (Recertification every two (2) years.)

PHYSICAL REQUIREMENTS:

- Ability to work under pressure and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

ADDITIONAL REQUIREMENTS:

- Must be at least 21 years of age;
- Possession of a valid Pennsylvania driver's license;
- Current criminal history check is required.

HOURS:

Monday – Friday 8:30am – 4:30pm with 1 hour for lunch

PAY RATE AND BENEFITS:

Pay rate based on the current Potter County Appointed Administrative Base Rates schedule, subject to qualifications. Benefits as provided by county.



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SIGNATURE PAGE

Approved by Department Head/Row Officer

Glenn C. Drake II, Potter County Sheriff

Date

Approved by Potter County Commissioners

Nancy Grupp, Chairman

Date

Paul W. Heimel, Commissioner

Date

Barry Hayman, Commissioner

Date