

MONTOUR COUNTY

Job Description

Position Title:	Deputy Sheriff
Office:	Montour County Sheriffs' Office
Pay Rate:	Starting: \$14.50/ hr. 30 Hour Work Week Upon Certification and completion of Probation \$15.50/ hr. 30hr Work Week

SUMMARY:

The position of Deputy Sheriff is a law enforcement position requiring advanced education, training and/or experience. The position requires the deputy to uphold the laws of the Commonwealth of Pennsylvania and the United States of America, as well as the Constitutions of the Commonwealth of Pennsylvania and the United States of America.

The role of the Montour County Sheriff's Office deputy sheriff is to serve and protect the citizens of the County and its judicial system through efficiency and professionalism.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide security in court facility and courtrooms
- Process and serve civil documents such as, writs, foreclosures, garnishments, eviction notices, etc. in accordance with rule of civil procedure.
- Transport prisoners to and from correctional facilities and courts
- Provide security over inmates in hospital setting as needed
- Serve Protection from Abuse Orders including court ordered weapon seizures and evictions
- Enforcement compliance with court orders
- Maintain records, prepare and type required reports in professional format
- Input and process Firearm License to Carry applications
- Serve arrest and bench warrants
- Assist police and other governmental agencies in unusual, or emergencies upon request
- Serve as a representative of the office at various civic and public functions while always conducting themselves in a professional manner

QUALIFICATIONS:

- 21 Years of age
- United States Citizen
- High School Graduate, or equivalent
- Valid PA Driver's License
- Must be able to pass stringent background check, to include psychological and medical exam to determine fitness for duty, financial responsibility check, criminal history check, local police check and driving record check.
- **Preferred:** Current Act 120 or Act 2 certification. Current Act 120 certified applicants will be required to successfully complete a 2-week waiver training program to become Act 2 certified within the 1st year of employment.

In lieu of above, be able to attend the Sheriff and Deputy Sheriff Basic Training Academy which currently consists of 19 weeks of training at the Pennsylvania State University in State College. Successful completion of Basic Training Academy is required within 1st year of employment. As a pre-requisite to being enrolled in the Academy, all deputy sheriffs are required to be certified in First Aid and CPR. Attendees are also required to be medically cleared by a licensed physician; in addition, all attendees are required to pass an entrance physical fitness test that is administered the first day of academy training. Failure to pass the entrance fitness test results in immediate dismissal from the academy. Academy instruction includes: Introduction to Academy and Cognitive Command, Unified Court System of Pennsylvania, Civil Law and Procedure, Crime and Offenses, Criminal Procedure, Motor Vehicle Code, Use of Force, Communications, Cultural Diversity, Ethics, Physical Conditioning, Firearms training and qualification, Defensive Tactics, Security, Incident Command for Law Enforcement, Hazardous Materials Awareness, Weapons of Mass Destruction, Patrol Operations, Crisis Management, Role of the First Responder, Standard Field Sobriety Testing, Sobriety Check Points, Tactical First Aid, Emergency Vehicle Operations, and Competency Skills Training. Deputy Sheriffs shall attain at least the minimum score established by the Board on written tests designed for each topic area, shall demonstrate proficiency in all practical skills, and successfully pass the physical fitness test in order to successfully complete training and be certified by the Board as a Deputy Sheriff.

PHYSICAL DEMANDS:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing, running or walking for prolonged periods of time; adequate speech, hearing, and eyesight required, medium to heavy lifting, bending, stooping, kneeling, crawling, jumping and climbing; the use of fingers, both hands and both arms; the use of both legs; may be required to take offensive and/or defensive actions during physical confrontations; ability to proficiently use a firearm; the ability to operate motorized equipment and or assigned vehicles; carry, push, pull drag or hold medium to heavy weight objects; visual acuity and ability to distinguish color.

WORK ENVIRONMENT:

Environment consists of indoor and outdoor conditions, some may be extreme; exposure to emergency public safety environment; exposure to emergency and disaster situations; exposure to potentially hostile environments; exposure to dangerous and/or hostile people and animals, hazards of emergency driving; hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters, exposure to inclement weather conditions; may be required to work in and around heavy vehicles and equipment; possible exposure to noise, dust, smoke, fumes and gases when assisting in emergency calls; possible exposure to hazardous chemicals and toxic materials; exposure to waste and infectious diseases; frequent contact with the public.