

## FAYETTE COUNTY

### DEPUTY SHERIFF

Position Description

Non-Exempt

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#### OVERALL OBJECTIVE OF JOB

To assist Sheriff's office with servicing and execution of legal documents for the County and to assure security within the courthouse.

#### ESSENTIAL FUNCTIONS OF JOB

1. Assists Sheriff's Office with preparation and execution of a variety of legal documents.
2. Conducts background investigations and confirms validity of information.
3. Enters data into computer and prepares required lists and reports.
4. Assists police departments when requested.
5. Serves bench and arrest warrants, writs, executions, summons, and court notices and subpoenas as required.
6. Prepares and files reports as necessary.
7. Maintains security within the courthouse as assigned.
8. Travels in patrol vehicle daily to perform essential job duties.

#### OTHER DUTIES OF JOB

1. Attends training, meetings, seminars as required.
2. Performs other job-related duties as required.

#### SUPERVISION RECEIVED

Receives occasional instruction and supervision from Sheriff or Chief Deputy Sheriff in regard to daily work duties.

#### SUPERVISION GIVEN

None

#### WORKING CONDITIONS

1. Works indoors in crowded work space with adequate lighting, ventilation and temperatures.
2. Works with average exposure to stress, but subject to frequent disruptions and noise.
3. Below normal indoor exposure to dust/dirt; works outdoors or on road frequently and is subject to outdoor elements and environmental conditions.
4. Subject to frequent travel during all seasons.
5. Works in conditions of potential outbursts of disruptive behavior of clients or consumers.
6. Periodically works beyond normal work hours or on-call as needed.

2/21/08

PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to stand, walk, drive frequently during the workday, with occasional sitting, twisting, bending, kneeling, stooping, reaching as necessary in order to carry out essential job duties.
3. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
4. Requires very coordinated dexterity of fingers/hands; arms/legs/torso as necessary to carry out job duties.
5. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
6. Must have agility to be able to move frequently throughout the workday.

QUALIFICATIONS

A. EDUCATION/TRAINING

High school diploma or equivalent plus some additional law enforcement and computer training required. Valid Pennsylvania driver's license required. Must be able to successfully pass deputy training and receive Deputy Sheriff's certification. Act 120 training. Must have completed or be enrolled in Act 120 classes. Continued employment will be contingent upon obtaining Deputy Sheriff's certification.

B. WORK EXPERIENCE

None required; prior experience in law enforcement or legal environment preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner and in order to carry out essential job duties.
2. Must possess good communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with general public, prisoners, staff and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess some technical knowledge of operating personal computers, typewriters and other office equipment with accuracy and reasonable speed.
6. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed, and to transport prisoners as needed.
7. Must possess ability to overcome and safely control aggressive individuals.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont=d.)

- 8. Must possess general knowledge of law enforcement principles, practices, methods and procedures and ability to apply same to duties of job.
- 9. Must possess ability to use firearms and make appropriate arrests when necessary.
- 10. Must qualify annually in firearms proficiency in accordance with County firearm policy/procedures.

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF DEPUTY SHERIFF AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

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.