



# CLINTON COUNTY GOVERNMENT

## *Job Description*

Job Title: Deputy Sheriff  
Department: Sheriff's Department  
Position Reports to: Sheriff  
Grade Level: F (Starting Grade)  
H (Upon Completion of Training and the Obtainment of Certifications)  
FLSA Status: Non-Exempt  
Position Type: Full-time  
Position Number: 4197-32-11  
Bargaining Unit Status: Bargaining  
Date: October 9, 2019

**Summary:** The purpose of the Clinton County Deputy Sheriff's position is to serve and protect the citizens of the County of Clinton and its Judicial System through efficiency and professionalism. The position performs general duty work in the Sheriff's Office and may be assigned duties in various divisions or specialized positions within the Office. Assigned duties are performed in accordance with state statutes and Office rules and regulations. A Deputy Sheriff is required to exercise initiative and discretion when faced with emergency conditions. Some assignments may involve an element of personal danger.

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.

### **Essential Duties and Responsibilities**

- Serves all writs and orders of the Court.
- Performs Levies and holds personal property sales.
- Conducts Sheriff Sales.
- Maintains courtroom security.
- Transports inmates.
- Serves arrest and bench warrants.
- Serves Protection from Abuse orders including weapons seizures and exclusions.
- Controls prisoners in the cell block and while under the control of the deputy.
- Escorts Prisoners to court and back to cell block.
- Investigates firearms applications for dealers and License to Carry permits.
- Guards prisoners outside of prison.
- Enforces court orders.
- Serves injunctions and maintains order at strikes.
- Processes legal papers.



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- Maintains records, prepares and types reports.
- Contacts attorneys, defendants, applicants, references and others by telephone.
- Secures property.
- Posts notices for Sheriff and Tax Sales.
- Travels inter and intra state for extraditions.
- Assists police at incidents, in court and any other time of civic unrest.
- Enforces crime code.
- Enforces vehicle code.
- Issues license to carry firearms permits and perform associated tasks.
- Completes all paperwork or required reports in a timely fashion and professional format.
- Serves as a representative of the department at various civic and public functions while always conducting themselves in a professional manner.
- Maintains on-time regular attendance.
- Performs duties as assigned or required.

### **Minimum Knowledge, Skills and Abilities:**

#### **Must possess the ability to**

- Perform each duty proficiently and complies with county and department policies.
- Obtain and maintains JNET certification.
- Conduct warrant searches utilizing all available computer resources.
- Operate desktop/laptop computers, fax machines, copiers and other standard office equipment.
- React quickly, calmly and appropriately to emergency situations
- Work cooperatively with other law enforcement agencies on related tasks and details.
- Adhere to all policies and procedures.
- Work professionally with little or no supervision.
- Follow orders.
- Must possess good written and oral communication skills.
- Work well with the public and possess a professional demeanor at all times.
- Conduct prisoner transports to and from correctional facilities, detention centers, medical facilities, police departments, and all other associated places of business.
- Search prisoners and their property, and perform inspections of courtrooms and holding areas.
- Collect payments, costs and issue receipts when necessary.
- Provide security for court proceedings ensuring a safe environment for the judges, court personnel, prisoners and all others.
- Restrain prisoners with handcuffs, shackles and associated equipment.
- Safely operate Sheriff's Office large prisoner transport van as well as other Sheriff's vehicles, quite possibly in an emergency situation or response



# CLINTON COUNTY GOVERNMENT

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- Perform personal property sales and real estate evictions.
- Complete traffic and non-traffic citations in accordance with Title 75 Vehicle Code.
- Complete criminal complaint and probable cause affidavits in accordance with the rules of criminal procedure.
- Testify in civil and criminal court proceedings.
- Recall details from memory and write in a grammatically correct manner that communicates all points in an understandable way.
- Understand and carry out oral and written directions.
- Act tactfully, courteously, and with good judgment.

### **Education and Experience:**

- High school diploma or a G.E.D. from an accredited agency.

### **Additional Job Requirements:**

- Must be at least 18 years of age and a citizen of the United States.
- Must meet the requirements to attend either the full 19-week Act 2 training academy or the 2-week waiver training program for certified Act 120 applicants.
- Must possess a valid Pennsylvania drivers' license and possess a clean driving record.
- Must successfully complete a rigid security background check and oral interview.
- Must not have any prior or pending criminal history.
- Must pass Pre-employment Physical Exam, and agility test
- Must pass Pre-employment drug screen

### **Training Requirements:**

- Must successfully complete Deputy Sheriff's training standards as set forth by the Pennsylvania Commission on Crime and Delinquency, and all Clinton County Sheriff's Office training as set forth by the training coordinator.
- Must successfully complete basic new hire training consisting of the following:
  - ❖ The state mandated 19-week (760 hours) Deputy Sheriff's Basic Training Academy and be issued an Act 2 certification number by the Deputy Sheriff's Education and Training Board within one year of date of hire.
  - ❖ If applicant is Pennsylvania Act 120 certified, the applicant must successfully complete state mandated 2-week waiver training.
- Must successfully complete Act 2 certification and must update training every 24 months (20 hours of training).
- Must successfully complete TASER certification and re-certifications.
- Must successfully qualify during daylight and/or dim light conditions on department firearms.



# CLINTON COUNTY GOVERNMENT

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### **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 hear, speak, and see 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 stairs or over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; stand for long periods of time; move/push/pull or lift heavy objects exceeding 50 lbs.

### **Working Environment:**

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; High risk of civil litigation due to the performance of duties, even the potential to be critically injured or killed in the line of duty. Work is performed in various weather conditions (extreme temperatures and precipitation). Position requires the ability to work overtime when necessary, the ability to work different shifts and which may include holidays and weekends.

### **Expectations of Employee:**

In completing the duties and responsibilities of this position, the Sheriff's Office expects the employee will adhere to all county policies, guidelines, practices and procedures; act as a role model both inside and outside the County; perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

### **At-Will-Employment:**

The Deputy Sheriff's position is an at-will employee and serves at the pleasure of the Clinton County Sheriff. The Clinton County Sheriff is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

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 Human Resource Administrator to the extent that it does not constitute an undue hardship to the County.



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**I have read the job description for the Deputy Sheriff's position and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.**

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

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date