

County of Adams
JOB DESCRIPTION

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| CLASS. TITLE: | Deputy Sheriff | CLASS. | CODE: P-6 |
| DEPARTMENT: | Sheriff | | FLSA: Non-Exempt |
| REPORTS TO: | Sheriff | | |

Job Summary: (Role and Mission Summary)

Provides security and transportation of inmates and serves legal documents for the court and enforces the vehicle code.

Essential Job Functions

1. Guards prisoners in a courtroom and subdues, restrains, and physically removes unruly individuals from a courtroom.
2. Restrains individuals who make or attempt an attack, assault, or an aggressive act against the judge, court personnel, or litigants, and other parties appearing in a courtroom and adjacent areas.
3. Operates a motor vehicle for transporting prisoners to various locations and is responsible for the care, custody, and security of prisoners while being transported to various locations.
4. Serves court related documents.
5. Executes bench warrants when issued by the court.
6. Maintains bench warrant files and N.C.I.C. entries.
7. Issues gun permits.
8. Assists police departments by participating in D.U.I. checkpoints.
9. Assists in the control of crowds at various gatherings or in civil disorder control.
10. Provides security at public functions where dignitaries may be present.
11. Directs flow of vehicular traffic during certain public events or during time of emergency.
12. Conducts Sheriff sales.
13. Enforces Pennsylvania Vehicle Code.

Important Job Functions

1. Conducts safety training in school districts.
2. Performs other duties as described by supervisor on as-needed basis.

MATERIAL AND EQUIPMENT USED:

- Computer
- Automobile
- Radios
- Firearm
- Mace
- Handcuffs and other restraints
- K-9
- Use of taser

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent and completion of Deputy Sheriff training.

License(s) and Certification(s):

- Valid Pennsylvania driver's license
- NRA/Police Firearms Training

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge of court practices and procedures, and of the techniques which would be useful in maintaining order and security in the courtroom.
- Knowledge of the laws, regulations, standards, policies, techniques, and procedures used in serving legal papers and documents and in conducting criminal investigations and executing warrants.
- Knowledge of legal terminology.
- Knowledge of Pennsylvania Vehicle Code.

Skills:

- Skill in public relations
- Skill in crisis intervention
- Skill in basic computer software programs
- Skill in organization

Abilities:

- Ability to work effectively with disturbed and maladjusted individuals.
- Ability to establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Ability to work with confidential information.
- Ability to prepare reports and keep records.
- Ability to communicate effectively verbally and in writing.

Physical Abilities:

- Ability to occasionally walk, run, climb stairs, carry items, kneel, stand, lift, reach , stoop, bend, stretch and crawl.
- Ability to defend oneself or flee potentially dangerous situations.

It is the policy of the County of Adams not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the County of Adams to comply with all Federal, state, and local laws concerning the employment of persons with disabilities so long as not to cause undue hardship to the

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County of Adams or facility to which employed. An individual who performs the essential job functions of the job with reasonable accommodation, without undue hardship, will be given the same consideration for that position as any other employee or applicant.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate. The description is not intended to be an exhaustive list of all responsibilities and duties required.