

MONTOUR COUNTY

Job Description

Position Title:	Deputy Sheriff
Office:	Montour County Sheriffs' Office
Pay Rate:	Starting: \$16.50/ hr. 30 Hour Work Week Upon Certification and completion of 6m Probation \$17.50/ 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/Commonwealth and its judicial system through efficiency and professionalism.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide security in court facility and courtrooms
- Provide security in court proceedings to include security of court personnel, citizens, defendants and jury members
- Process and serve civil documents such as, writs of execution, mortgage foreclosures, garnishments, eviction notices, etc. in accordance with Pennsylvania Rules of Civil Procedure.
- Transport prisoners to and from correctional facilities and courts
- Provide security over inmates in hospital setting as needed (particularly high-risk inmates)
- Serve Protection from Abuse Orders including court-ordered weapon seizures, evictions and child custody
- Enforcement compliance with court orders/ and or injunctions
- Maintain records, prepare and type required reports in professional format
- Input and process Firearm License to Carry applications and license revocations
- Serve arrest and bench warrants in this county and the Commonwealth of PA.
- Provide transportation of extraditable fugitives from outside this Commonwealth
- Assist police and other governmental agencies in unusual, or emergencies upon request made under mutual aid agreements or activation from Montour County Emergency Management.
- 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 (40 hrs of Online and 40 hrs residential) to become Act 2 certified. This must be successfully completed within the 1st year of employment or employment will be terminated.

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 ENVIROMENT:

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.