

UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DEPUTY SHERIFF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform general law enforcement functions associated with protecting life and property, maintaining law and order, and enforcing criminal and traffic laws and federal, state and local laws and ordinances.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces all local and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property, to promote security, and to maintain law and order.

Provides courtroom security; maintains a security presence in the courtroom to ensure safety of court personnel, to identify/prevent disturbances of court proceedings, and to identify/prevent potential violence or use of weapons; assists with courtroom proceedings and documentation process as required.

Conducts security checks of courthouse offices, judges' chambers, parking lots, or other areas of courthouse; performs electronic and visual security screening of jurors, spectators, or other individuals; assists detention officers with security/management of inmates in court; secures and detains new prisoners.

Transports inmates to/from assigned locations as directed; provides safety and security during transport; escorts inmates; receives/releases inmates transferred to/from the facility and processes all related documentation; ensures the health, safety and welfare of inmates; assists officers in restraining violent/unruly arrestees and prisoners.

Serves warrants; arrests individuals named in warrants; serves other legal documents within the county; reviews/examines warrants to ensure completeness and accuracy; performs research functions to identify location of individuals to be served.

Provides assistance and backup support to other deputies or other agencies as necessary; performs flexible unit assignments as needed in emergency response.

Establishes roadblocks; administers field sobriety tests; investigates DUI drivers; performs vehicle searches for alcohol/drugs; transports intoxicated drivers to lockup.

Patrols designated areas via motor vehicle, bicycle, or on foot to detect and deter criminal activity and traffic violations.

Provides traffic control and police protection for events such as parades, processions, funerals, ball games, and school crossings; provides security/escort services to individuals, businesses, or others as appropriate.

Participates in court activities; testifies in judicial proceedings.

Establishes positive public relations with the general public; attends community meetings; educates the public on laws, law enforcement, crime prevention, drugs, domestic violence, and/or abuse; fingerprints children at special events.

Performs specific tasks associated with specialized training in and/or assignment, such as security alarm checks, distributing pistol permit reminders, coordinating TRIAD, coordinating Project Lifesaver, conducting firearms instruction, conducting K-9 decoy and behavioral analysis, administering Eddie Eagle Gun Safety Program, performing fleet maintenance and weapons maintenance, representing County on homeland security task force and maglocen regional information sharing system, making presentations, writing articles, monitoring Protection From Abuse weapons inventory, Emergency Operations Center, and/or other duties as assigned.

Responds to questions, complaints and requests for information/assistance from the general public, court and medical personnel, attorneys, inmates, officers, various agencies, employees, officials, supervisors, or other individuals.

Documents all activity conducted in assigned position; peruses documents processed by subordinates to ensure accuracy; operates a computer to research, review, enter and/or modify information in database.

Attends shift meetings and in-service training as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing state/municipal policies, procedures, codes and civil/criminal laws.

Prepares or completes various forms, reports, correspondence, warrant returns, PFA returns, civil service returns, courthouse security alarm checks, criminal complaints, citations, incident reports, security confiscated logs, transport cards, service cards, or other documents.

Receives various forms, reports, correspondence, arrests records, finger prints, BOLO's, warrants, court schedule, jail population report, probation report, dockets, laws, codes, ordinances, policies, procedures, maps, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisors, officers, County employees, dispatchers, law enforcement agencies, emergency/medical personnel, court officials, attorneys, victims, complainants, prisoners, suspects, the media, the public, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable policies, procedures, regulations, codes, and criminal/civil case law; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops, seminars, and training sessions as appropriate.

Operates a motor vehicle, law enforcement equipment, a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year(s) of experience in law enforcement or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license. Must maintain current Pennsylvania Act-2, Taser, K-9 Handler or certifications as required by the County or area of assignment. Must be qualified to operate a firearm.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

Union County, Pennsylvania is an Equal Opportunity Employer. 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 employer.