

DEPUTY SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: This is the entrance level law enforcement position in the Sheriff's Department and includes responsibility for the protection of lives and property, enforcement of laws and ordinances, serving as a highway patrol officer, assisting in the investigation of criminal offenses and apprehension of criminals. Employees in this class are responsible for the efficient performance of duties during a designated shift on assignment to the various functions within the department including investigations of criminal offenses, transport of prisoners, serving civil processes and court related services. The work is performed under general supervision of a higher ranking officer with independent responsibility for the exercise of sound judgment in normal work situations and in emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains law and order patrolling assigned areas to enforce laws, investigates crimes and arrests violators;
- Drives patrol vehicle through assigned area, observing traffic violations and issuing citations, or patrols on foot;
- Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents;
- Notifies supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations;
- Investigates illegal or suspicious activities of persons and quells disturbances;
- Locates and takes persons into custody on arrest warrants;
- Maintains order in crowds, parades, field days, fairs, funerals and other public gatherings;
- Prepares a variety of records and reports associated with law enforcement work;
- Attends court and presents evidence in connection with arrests made or cases investigated;
- Transports or escorts prisoners between courtrooms, correction facilities and medical facilities;
- Answers questions for, directs and assists the public;
- May perform marine patrol, operating boats in navigable waters of the County;
- May be assigned to security functions in County buildings and/or Courts.

May be assigned to Civil Duties to include:

- Serves income and property executions and records and mails copies of such notices;
- Serves eviction notices and calls attorneys to finalize the eviction;
- Supervises the actual eviction to ensure peace between evicted tenants and the landlord;
- Serves summons and complaints which include Summons of Notices, Action of Divorces, Citations, Subpoenas, Arrest Warrants, Levy on Vehicles and Auction of Property Sales;
- Fills out and mails affidavits, and other clerical work necessary for daily assignments;
- Answers phones and assists individuals seeking procedural information regarding civil matters;
- Makes civil arrests, appropriates vehicles for property executions, closed businesses and conducts auctions of foreclosed property;
- Keeps a variety of records and file reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and techniques of law enforcement; good knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Civil Practice Law and other applicable laws, regulations and ordinances; good knowledge of the local geography; good knowledge of the operation of radio equipment; working knowledge of first aid procedures; ability to acquire skill in the use of special equipment including radar and breathalysers; ability to deal firmly yet courteously with the public; ability to follow and communicate written and oral directions; ability to reason clearly; ability to remember facts and information; ability to prepare records and reports; ability to read and interpret written materials.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. Possession of a New York State driver's license.
2. Completion of MPTC Training for Police Officer prior to completion of probation period.
3. In order to be eligible for appointment candidate must meet all current requirements of Section 58 of the Civil Service Law.