

DEPUTY SHERIFF CIVIL SERGEANT / CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's Office and involves supervision of all civil activities, working closely with the Courts and coordinating and assigning work to Deputy Sheriffs. The work may also include responsibility for assigning, inspecting and scheduling the work of Deputy Sheriffs on an assigned shift and for participating in the response to and investigation of crimes. The incumbent may also be assigned to be responsible for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in the County correctional facility. The work is performed under the general supervision of a higher ranking employee. Supervision is exercised over Deputy Sheriffs. Does related work as required.

TYPICAL WORK ACTIVITIES:

As Civil Sergeant:

- Supervises service of income and property executions, eviction notices and various summons and complaints;
- Coordinates completion of affidavits and records and mails copies of income and property executions;
- Supervises actual evictions to ensure peace between evicted tenants and landlords;
- Makes civil arrests, appropriates vehicles for property executions, and conducts auctions of foreclosed property;
- Assists individuals seeking procedural information regarding civil matters;
- Keeps a variety of records and files reports as required.

Law Enforcement Duties Include:

- Maintains law and order patrolling assigned areas to enforce laws, investigate crimes and arrest violators;
- Drives patrol vehicle through assigned area, observing traffic violations, issuing citations, or foot patrols;
- Investigates illegal or suspicious activities of persons and quells disturbances;
- Locates and takes into custody persons 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;
- May transport or escort prisoners between courtrooms, correctional facilities and medical facilities;
- 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 serve income and property executions, eviction notices and summons and complaints;

Correction Facility Duties Include:

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post;
- Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or life threatening situations and reports these to supervisor either verbally or in writing;
- Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- Books inmates by preparing appropriate records and taking fingerprints and photo identification;
- Prepares a variety of records and reports related to the care of inmates and the security of the facility;
- Prepares meals for inmates in absence of cook;
- May on occasion perform administrative and clerical work related to the correction facility;
- Operates radio equipment to direct Department members as well as other local police agencies to the scenes of crimes, citizen complaints or other emergencies;

DEPUTY SHERIFF CIVIL SERGEANT/CORRECTION OFFICER

Herkimer County

Page 2

TYPICAL WORK ACTIVITIES continued -

Correction Facility Duties Include continued -

- Answers incoming telephone calls and provides information or receives complaints from the public;
- Operates teletype machine to obtain and relay information about motor vehicles, suspected law violators, etc.;
- Operates telephone communications equipment and inputs data into computer systems;
- Monitors police, fire and citizen band radio frequencies continuously to be aware of occurrences which may require involvement of the Sheriff's Office;
- Prepares and maintains a variety of logs, records and reports relating to the location and activity of police units and all calls received on tour of duty;
- Operates security function of Correctional Facility to include electronic access control to all exterior doors as well as electronic control for a variety of interior facility doors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Civil Law; 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 and other applicable laws, regulations and ordinances; good knowledge of requirements and procedures governing the execution, processing and serving of civil documents; good knowledge of the geography and municipalities of the County; good knowledge of all emergency service providers within the County; working knowledge of the operation of radio equipment; working knowledge of first aid procedures; working knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and Department employees; working knowledge of the proper function of correction facility security equipment; working knowledge of human behavior in relation to correction facility inmates; 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 reason clearly; ability to remember facts and information; ability to prepare records and reports; ability to read and interpret written materials; ability to observe, interpret and report on inmate activity; ability to deal with inmates firmly and courteously; ability to make quick decisions regarding facility security and personal safety in emergency situations.

MINIMUM QUALIFICATIONS:

Graduation from high school OR possession of a high school equivalency diploma;
AND Two years experience as a Deputy Sheriff, a substantial portion
of the duties of which must have included civil process serving.

SPECIAL REQUIREMENTS:

1. Possession of a New York State driver's license;
2. Completion of MPTC Training for Police Officer;
3. Completion of New York State Commission of Corrections training;
4. Completion of NYSSA Basic Civil School.

Competitive Class

Adopted 12/20/93 CSC