

Department: Sheriff's
Classification: Competitive
Grade:

SPEC DISK D4
DOCUMENT 73

DEPUTY SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for the enforcement of laws, rules, and regulations governing the custody, security, conduct, discipline, safety, and general well being of people and property in the county. Work procedures are well defined but incumbent must be alert to possibilities of emergency situations arising and exercise sound judgement when problems occur. The work is performed under general supervision with leeway allowed for the exercise of independent judgement in dealing with day-to-day situations. The incumbent does related work as required.

NOTE: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols an assigned area on foot, on a marine patrol or in a radio cruising car;
Checks doors and windows of unoccupied businesses and residential property;
Issues clothing and bedding and instructs inmates in its proper care;
Investigates suspicious activities and makes arrests for violations of Federal and State Laws and local ordinances;
Escorts prisoners to jail and to court and has them booked on charges;
Attends court and presents evidence in connection with arrests made or cases investigated;
Prepares courtroom for use, assembles attorneys with clients, directs seating of visitors, and attends to the needs of the judge; security of court.
May escort juries to and from meals and jury room;
Searches cells, frisks inmates, and confiscates contraband;
Investigates cases involving neglected, abused or delinquent children;
Watches for and makes investigations of wanted and missing persons and stolen cars and property;
Maintains order in crowds and attends parades and other public gatherings;
Answers questions for and directs the public;
Receives calls from public in need of emergency response services, may transfer calls to appropriate policing authority, dispatches patrol cars to the scenes of motor vehicle accidents or citizens complaints involving a wide variety of crimes, suspected crimes, or other public safety incident; performs dispatching procedures for fire and ambulance emergencies.
Maintains log of radio transmissions and files all messages sent and received;
Makes regular reports of activities;
When assigned to housing areas of the county jail, is responsible for security and supervision of inmates therein;
Supervises inmate activities, such as visits, recreation, etc.;
Transports inmates or juveniles as and where the court directs;
May be assigned to serve court orders and processes, such as summons, subpoenas, and executions.
May be assigned to areas driving patrol vehicle, observing violations and issuing citations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good 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; good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances; good knowledge of the local geography; ability to possess a memory for facts and information; good knowledge of the operation of radio equipment; ability
DEPUTY SHERIFF - CONTINUED

to acquire skill in the use of special equipment including radar and breathalyzers, skill in the operation of a patrol car; working knowledge of first aid procedures; ability to deal firmly, yet courteously, with the public; good powers of observation; ability to follow and communicate written and oral directions; sound judgement; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma or comparable diploma described in Section 58 of the Civil Service Law.

SPECIAL REQUIREMENT FOR THE ACCEPTANCE OF APPLICATION:

Possession of an appropriate level New York State driver's license at the time of appointment.

NOTE: Vacant positions of Deputy Sheriff will be filled by appointment from the established Police Officer Eligibility List. (Rule XI, Par. 1)