

PLEASE POST !!!

## OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**16 DEPUTY SHERIFF– SHERIFF**  
**\$16.20/hr. - 40hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment. **COVID -19 Test required prior to starting employment**

POSTED: 1/14/2022

REMOVE: 2/28/2022

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: DEPUTY SHERIFF**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to enforce criminal and traffic laws and local ordinances, to maintain law and order, to serve legal processes of courts, to provide courtroom services and jail support, to protect life and property, to prevent or observe criminal acts and traffic violations, to perform preliminary investigations, to respond to emergency calls, and to support other law enforcement agencies.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Enforces all local and state codes, ordinances, laws and regulations in order to protect life and property and to maintain law and order.

Responds to emergency/high risk calls, non-emergency and calls for service; assists and/or escorts citizens, stranded motorists, and other law enforcement personnel and agencies as needed.

Conducts investigations to determine location/locate individuals named in criminal and civil papers; performs extradition of alleged criminals from other jurisdictions to satisfy open warrants.

Serves various civil papers, summons, subpoenas, and felony and misdemeanor warrants; arrests individuals named in warrants; executes pickup orders; requests/performs NCIC checks on arrestees.

Transports prisoners to county jail, medical facilities, mental institutions, juvenile detention center, or elsewhere as appropriate; ensures safety and security during transport.

Patrols assigned geographical areas to prevent or observe criminal acts and traffic violations, to investigate crimes, and to arrest and/or issue citations to violators.

Inspects buildings while making rounds to ensure facility security; inspects locks, window bars, grills, doors, and gates for tampering.

Seizes contraband and weapons; preserves evidence until the case is disposed of in a court of law; interviews informants and suspects.

Preserves crime scenes; takes photographs, prepares crime scene sketches, and conducts interviews with victims and witnesses.

Provides assistance and first aid to victims of violent acts, industrial accidents, motor traffic accidents, and other mishaps.

Exchanges information with dispatchers, attorneys, court personnel, medical examiner, fire and EMT personnel, medical professionals, and other departments and agencies; communicates effectively on law enforcement radio.

Responds to questions, complaints, and requests for information from inmates/prisoners, students, the general public, clergy, utility companies, officers, employees, and supervisors.

Assists with courthouse security; enforces all the rules and regulations of the courtroom and/or jail; escorts inmates to various parts of the jail or court facility; may supervise inmates on prisoner work details.

Prepares for and attends court room hearings and judicial proceedings; provides testimony as required.

Mediates disputes between neighbors, in domestic situations, and in the business community; may employ weapons or force to maintain order.

Documents all activity conducted in assigned position; maintains current field and code manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review.

Attends meetings and in-service training as required to maintain knowledge of departmental/county operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.

Completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within county jurisdiction.

## **ADDITIONAL FUNCTIONS**

May perform or assist with special operations, investigations, and/or other activities including drug task force and/or other duties as assigned.

Assists with interdepartmental duties and county activities which may include taking photographs and fingerprints, and verifying and processing warrants, summons, and related paperwork, directing traffic, assisting with animal control, providing security at social events and sports activities, special escorts, crowd/riot control, or other special assignments.

Performs various administrative tasks which may include typing, photocopying, faxing, shredding, and/or filing documents, receiving, stamping, and distributing mail/documents, maintaining office equipment, issue, order, and/or maintain inventory of supplies and/or equipment, and computer data entry/retrieval.

May receive money, operate cash register, and provide receipts; may notarize affidavits and documents; may receive and process applications for weapon permits.

May perform duties relating to departmental bookkeeping such as issuing checks and maintaining checkbook, balancing/reconciling statements, calculating/billing costs of services, compiling and completing grant and audit reports, making bank deposits, and maintaining fiscal records/ledgers.

Maintains cleanliness of vehicle; refuels, checks fluids and tires, and requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Attends community meetings and assists with community activities, programs, and crime prevention; may promote, coordinate, teach, and/or participate in DARE program.

May be required to regularly work on various shifts, weekends, and/or holidays as deemed necessary; substitutes for co-workers in temporary absence of same.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in security, law enforcement, or a related field; supplemented by one (1) year previous experience and/or training involving security, as a law enforcement patrol officer, 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 a valid Pennsylvania driver's license. Must be at least 21-years of age. Must be a U.S. Citizen or resident status. Must pass and maintain certification requirements as a law enforcement officer in accordance with Pennsylvania Act 120 or Act II. Must obtain and maintain certification in Cardiopulmonary Resuscitation (CPR) and first aid. Must be licensed and qualified to operate a firearm. May be required to attain and maintain additional certifications.

## 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 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 influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**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 very moderate physical effort in light work, typically involving some combination of 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, smoke, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, chemicals, violence, disease, or pathogenic substances.

Monroe 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.