

## **DEPUTY SHERIFF**

**Distinguishing Features of the Class:** This is an entrance grade 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 in a specified area of the county during a designated shift or on a temporary basis assignment to the various functions within the department including investigations of offenses, transport of prisoners, serve civil processes and court related services. The work is performed under general supervision of a higher ranking officer with considerable 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;
- 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, fairs, funeral 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 escorts prisoners between courtrooms, correction facilities and medical facilities;
- Answers questions for, directs and assists the public;
- May serve court orders and processes, such as summonses, subpoenas and income executions;
- May perform marine patrol, operating boats in navigable waters of the County.

### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Good knowledge of modern principles, practices and techniques of law enforcement;
- 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;
- Good knowledge of the operation of radio equipment;
- Skill in the use of firearms;
- Skill in the use of special equipment including radar and breathalyzers;

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- Skill in the operation of a patrol car;
- Ability to apply first aid;
- Ability to deal firmly yet courteously with the public;
- Ability to follow and communicate written and oral directions;
- Good powers of observation;
- Sound Judgment, tact
- Physical condition commensurate with the demands of the position.

**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) In order to be eligible for appointment candidate must meet all requirements of Section 58 of the Civil Service Law.

07/24/90

06/02/92

03/18/93

08/19/04 retyped

CLASS:       COMPETITIVE