

DEPUTY SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances with the County. On an assigned shift an incumbent assists in the investigation of offenses and in the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a higher ranking officer who gives specific instructions and assistance when special problems arise. Supervision over the work of others is not generally a function of this position. Does related work as required. This position is designated as a Police Officer.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Maintains law and order patrolling assigned areas to enforce laws, investigate crimes and arrest 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 superiors of major accidents or crimes, contacting coroner 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, funerals and other public gatherings;

Prepares a variety of records and reports associated with law enforcement work;

DEPUTY SHERIFF**Page 2**

Attends court and presents evidence in connection with arrests made or cases investigated;

May transport or escort prisoners between courtroom, correction facilities and medical facilities;

Answer questions for and 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 KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the local geography; good knowledge of modern principles, practices and techniques of police work; good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; working knowledge of the operation of radio equipment; working knowledge of first aid; ability to acquire skill in the use of special equipment including police radar and breathalyzers; ability to perform close, detail work involving considerable visual effort and strain; ability to understand and follow written and oral directions; ability to deal firmly yet courteously with the public; skill in the use of firearms; skill in the operation of a patrol car; good powers of observation; sound judgment; and good moral character.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma. Candidate must be at least 20 years of age at time of appointment.

SPECIAL REQUIREMENTS:

- (1) Possession of an appropriate level New York State driver's license at the time of appointment.
- (2) In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law.

DEPUTY SHERIFF
Page 3

Y:\CLASPLAN\Deputy Sheriff.doc
Last Reviewed: December 4, 1990
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 7/2/04
Revised in classplan on 12/3/04
Revised in classplan on 9/13/06
Revised and Replaced in Classplan: 1/30/2023