

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN D

POST DATE: March 2, 2017

APPLICATION DEADLINE DATE: March 15, 2017

Applications to be filed with *Sheriff's Office – 1st Floor Courthouse.*

POSITION: Special Deputy Sheriff Trainee (Part-Time)

DEPARTMENT: Sheriff

RATE OF PAY: \$14.10 per hour

HOURS WORKED: As Scheduled; not to exceed 1000 hours per year

OVERALL OBJECTIVE OF JOB:

This position is for sworn and certified law enforcement officers who will be called upon to provide courthouse/courtroom security, respond to emergencies in the Courthouse, courtrooms or other government buildings as required. Duties may also include, transportation of prisoners (in-house as well as throughout the state), security of hospitalized prisoners, service of court orders and writs and effectuating arrests when called upon to do so. This position will also have to prepare written reports and maintain records. These individuals report directly to their immediate supervisor (Sergeant) or another supervisor.

QUALIFICATIONS:

High school diploma or equivalent; Military or law enforcement training helpful. Must be able to successfully pass Deputy Sheriff Training School or be ACT 120 certified and pass wavier training.

ESSENTIAL FUNCTIONS OF JOB:

1. Performs routine law enforcement duties and makes arrests.
2. Receives and docketes writs, executions, summons, court notices and subpoenas and other legal documents.
3. Serves bench, magistrates and arrest warrants; writs, executions, summons, court notices and subpoenas.
4. Participates in Sheriff's sales as necessary.
5. Transports prisoners and mental patients to/from courts, mental hospitals and various facilities throughout the state.
6. Provides security for Judges, Courtroom and Courthouse offices.
7. Collects and disburses monies from judgments in civil proceedings to various plaintiffs and government bodies.
8. Interacts with prisoners, mental patients, County departments and the general public. Answers questions and inquiries.
9. Utilizes computer, typewriter and other office equipment necessary to maintain statistics and prepare reports.
10. Licenses and regulates all firearms dealers in the county.
11. Seizes and secures property until sale or disposition is received.
12. Regulates and licenses persons dealing in precious metals.
13. Issues Licenses to Carry Firearms to approved applicants.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language and follow oral and written instructions.
2. Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with general public, co-workers and others.
3. Must possess ability to maintain confidentiality in regard to client information and records.
4. Must possess the technical knowledge of operating personal computers, typewriters and other department equipment.
5. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
6. Must possess ability to overcome and control aggressive individuals.
7. Must possess ability to safely control a crowd of people.
8. Must possess general knowledge of law enforcement principles, practices, methods and procedures.
9. Must possess initiative, discretion and be able to make decisions when circumstances warrant.
10. Must possess ability to coordinate a variety of duties and efforts and work well with other departments.
11. Must certify annually in the Defensive Tactics Program, and make appropriate arrests when necessary.
12. Must qualify annually in firearms proficiency in accordance with County Firearm Policy.
13. Must be able to meet the certification requirements of 1984 ACT 2 as administered by the Pennsylvania Commission on Crime and Delinquency.

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WORKING CONDITIONS:

1. Works indoors in adequate work space, lighting, ventilation and temperatures.
2. Works with average exposure to stress, but subject to frequent disruptions and noise.
3. Normal indoor exposure to dust/dirt; works outdoors or on road frequently and is subject to outdoor elements and environmental conditions.
4. Subject to frequent travel during all seasons.
5. Works in conditions of potential outbursts of disruptive behavior of clients or consumers.
6. Periodically works beyond normal work hours or on-call as needed.

PHYSICAL REQUIREMENTS:

1. Must be able to stand, walk, and drive frequently during the workday, with occasional sitting, twisting, bending, kneeling, stooping, and reaching necessary in order to carry out job duties.
2. Light work with occasional lifting/carrying of objects with a maximum weight of twenty (20) pounds.
3. Requires very coordinated dexterity of fingers/hands; arms/legs; torso necessary to carry out job duties.
4. Must demonstrate emotional stability.
5. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
6. Must be able to move frequently throughout the workday.

AN EQUAL OPPORTUNITY EMPLOYER