

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 within the County. On an assigned shift an incumbent assists in the investigation of offenses and 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. A Deputy Sheriff 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 superiors 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;
- Transports or escorts prisoners between courtrooms, correction facilities and medical facilities;
- Maintains order in crowds, parades, fairs, funerals and other public gatherings;
- Serves court orders and processes, such as summonses, subpoenas and income executions;
- Assists other law enforcement agencies in the conduct of criminal and non-criminal investigations;
- Attends court and presents evidence in connection with arrests made or cases investigated;
- Answers questions for and directs and assists the public;
- May operate radio desk, receiving complaints from public concerning crimes and emergencies, notifying patrol units in vicinity and operating police computer;
- May perform marine patrol, operating boats in navigable waters of the County;
- May speak to interested groups in an effort to foster greater understanding and cooperation with the public in matters important to the department;
- May perform in specialized areas of investigation such as arson, accidental death, and drug enforcement activities;
- May be designated the primary representative in a liaison capacity with other law enforcement agencies;
- May be assigned responsibility for the supervision and maintenance of department equipment and supplies;
- Completes a variety of records and reports associated with law enforcement work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of modern principles, practices and techniques of police work; working 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 local geography; knowledge of the operation of radio equipment; skill in the use of firearms; ability to acquire skill in the use of special equipment including police radar and breathalyzers, skill in the operation of a patrol car; ability to apply first aid; ability to deal firmly yet courteously with the public; good powers of observation; ability to follow and communicate written and oral directions; good judgement; good character; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN THE COMPETITIVE CLASS:

- A. Must meet medical and physical standards as prescribed by the Municipal Police Training Council (MPTC).
- B. Must possess and maintain a driver's license issued by New York State Department of Motor Vehicles.
- C. Must meet all current requirements found in Section 58 of NYS Civil Service Law, Section 209-q of NYS General Municipal Law, Section 400.00 of NYS Penal Law and Section 3 of NYS Public Officer Law.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 8/15/2013
dsheriff