

**Perry County
Position Description**

**2301
Grade 9**

Position Title: Deputy Sheriff

Department: Sheriff

Reports To: Chief Deputy

Purpose of Position

The purpose of this position is to ensure courtroom security, maintain law and order within the County and serve civil and criminal papers.

Essential Duties and Responsibilities

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

- Ensures courtroom security; maintains law and order during disturbances; assists local police departments as requested.
- Serves court papers, writs, processes orders, and notices; serves bench warrants from Perry County and other counties; returns processed papers.
- Transports prisoners to court hearings, etc; extradites and transfers prisoners from other states.
- Conducts Sheriff Sale; records and distributes proceeds from sale; posts property for Sheriff Sales; levies personal property and holds sale of properties levied.
- Investigates and records applications for firearms permits
- Works with Perry County Drug Task Force in raids, arrests, etc.
- Conducts all banking transactions and maintains accounting records.

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with technical training in civil and criminal law and five to eleven months law enforcement experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must attain Deputy Sheriff/Act 2, shooting and CPR/First Aide certification

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of police equipment including motor vehicles, firearms, handcuffs and other restraints, etc.
- Ability to operate a variety of office equipment including typewriter, photocopier, fax machine, telephone, etc.
- Must have a valid Pennsylvania Drivers License

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

Language Ability and Interpersonal Communication

- **Ability to comprehend and interpret a variety of documents including court papers, writs, processes, orders, and notices, handgun applications, criminal codes, criminal and civil procedure manuals, etc.**
- **Ability to prepare a variety of documents including requisition forms, criminal reports, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.**
- **Ability to record and deliver information, explain procedures, and follow instructions.**
- **Ability to use and interpret legal terminology.**
- **Ability to communicate effectively with the general public, Judges, attorneys, District Justices, prisoners, and others verbally and in writing.**

Environmental Adaptability

- **Ability to work effectively in an office environment.**
- **Ability to work effectively under highly unstable and hazardous situations.**

Perry County 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 employees and incumbents to discuss potential accommodations with the employer.