

**COUNTY OF CARBON
JOB ANNOUNCEMENT
UNION**

Bulletin 80

POST DATE: December 15, 2025

APPLICATION DEADLINE DATE: December 19, 2025

POSITION: Sergeant

DEPARTMENT: Sheriff Office

RATE OF PAY: \$ 22.50 per hour

HOURS WORKED: 8:30 a.m. to 4:30 p.m., Monday to Friday

BENEFITS: Highmark BC/BS, Vision, Delta Dental and Life Insurance. (First of the month following sixty (60) calendar days) County Retirement Plan. Aflac, optional.

Paid time off – Holiday from start. Vacation, Sick, Personal (after completion of six (6) month Initial Employment Period)

OVERALL OBJECTIVE OF JOB: To carry out duties and responsibilities of the Carbon County Sheriff's Office by assisting in civil, criminal and public service law enforcement.

QUALIFICATIONS:

EDUCATION/TRAINING: High school diploma or equivalent, plus some additional law enforcement training helpful. Must complete Deputy Sheriff Training School, Act 2 or be Act 120 certified..

WORK EXPERIENCE: At least 3 years' experience as Deputy Sheriff; prior experience in law enforcement or legal environment helpful.

ESSENTIAL FUNCTIONS OF JOB:

1. Performs routine Law Enforcement duties and makes arrests.
2. Receives and docket 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. Interacts with prisoners, mental patients, County departments and the general public. Answers questions and inquires.
8. Utilizes computer and typewriter and other office equipment necessary to maintain statistics and prepare reports.
9. Licenses and regulates all firearms dealers in the county.
10. Seizes and secures property until sale or disposition is received.
11. Regulates and licenses persons dealing in precious metals.
12. Answers telephones and takes messages or transfers calls to proper individuals.
13. Assists in the coordination of the everyday duties of the deputies.
14. Arranges transportation and supervision of inmates.
15. Assists in the coordination of all paperwork/assignments and administers the assignments of deputies.
16. Utilizes the chain of command.
17. Responsible for supervision of deputies on call.
18. Responsible for calling additional deputies if needed while on call.
19. Schedules security assignments.
20. Issues licenses to carry firearms. Maintain files and records of same.

PHYSICAL AND MENTAL REQUIREMENTS:

1. Must be able to stand, run, walk, and drive frequently during the work day, with occasional sitting, twisting, bending, kneeling, stooping, and reaching necessary in order to carry out job duties.
2. Occasional lifting/carrying of objects with a maximum weight of forty (40) pounds.
3. Must be able to physically assist and control individuals who exceed a weight limit of 150 lbs.
4. Must be able to assist in carrying a weight bearing load of a minimum of 150 lbs. if necessary.
5. Requires very coordinated dexterity of fingers/hands; arms/legs; torso necessary to carry out job duties.
6. Must demonstrate emotional stability.
7. Must be able to physically and mentally react in the event of a disturbance or physical outbreak.
8. Must be able to move frequently throughout the workday.
9. Must be able to physically restrain and control violent prisoners.
10. Must possess ability to determine when and when not to use appropriate force in a particular situation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must successfully complete in-house training including but not limited to Defensive Tactics, Taser and CPR/First Aide.
2. Must be able to speak and understand the English language and follow oral and written instructions.
3. Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with general public, co-workers and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess the technical knowledge of operating personal computers, typewriters and other department equipment.
6. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
7. Must possess a valid PA License to Carry Firearms permit.
8. Must possess ability to overcome and control aggressive individuals.
9. Must possess ability to safely control a crowd of people.
10. Must possess general knowledge of law enforcement principles, practices, methods and procedures.
11. Must possess initiative, discretion and be able to make decisions when circumstances warrant.
12. Must possess ability to coordinate a variety of duties, efforts and work well with other departments.
13. Must possess ability to use firearms, OC Spray, Taser and batons; and make appropriate arrests when necessary.
14. Must qualify annually in firearms proficiency in accordance with County Firearm Policy.
15. Must possess ability to supervise work and staff; handle personnel issues as required and effectively enforce established policies and procedures.
16. Must possess thorough knowledge of organization, procedures. Policies and operation of the County Sheriff's Office.
17. Must possess knowledge of the procedures required in the service of civil and criminal legal documents and execution of court orders.

WORKING CONDITIONS:

1. Works indoors with adequate 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 the 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 clients or consumers.
6. Periodically works beyond normal work hours or on-call as needed.
7. Subject to prisoners with infectious diseases such as AIDS, Hepatitis and/or other infectious diseases.

AN EQUAL OPPORTUNITY EMPLOYER