

## CARBON COUNTY

### SPECIAL DEPUTY SHERIFF

Position Description

Non-Exempt

---

#### 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.

#### ESSENTIAL FUNCTIONS OF JOB:

1. Performs routine law enforcement duties and makes arrests.
2. Receives and docketts 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 and Magistrates.
7. Interacts with prisoners, mental patients, County departments and the general public. Answers questions and inquiries.
8. Utilizes computer, typewriter and other office equipment necessary to maintain statistics and prepare reports.
9. Seizes and secures property until sale or disposition is received.
10. Issues Licenses to Carry Firearms to approved applicants.

#### OTHER DUTIES OF JOB:

1. Assist with maintaining law/order as needed during strikes, riots or disasters.
2. Performs public service presentations, assists with mock trials, booths at fairs, etc.
3. Attends meetings, seminars and in-service training as required.
4. Performs other job-related duties as required.

#### SUPERVISION RECEIVED:

These individuals report directly to their immediate supervisor (Sergeant) or another supervisor

#### SUPERVISION GIVEN:

Civilian employees, Security Officers, and Special Deputy Sheriff.

#### 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.

**Position Description**

---

**WORKING CONDITIONS (Continued):**

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/MENTAL CONDITIONS:**

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. 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 quickly in the event of a disturbance or physical outbreak.
8. Must be able to move frequently throughout the workday.

**QUALIFICATIONS****A. EDUCATION/TRAINING:**

High school diploma or equivalent; Military or law enforcement training helpful. Must complete Deputy Sheriff Training School, Act 2 or be Act 120 certified.

**B. WORK EXPERIENCE:**

None required; prior experience in law enforcement or legal environment helpful.

**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.

**Position Description**

---

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Continued):**

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 and efforts and work well with other departments.
  13. Must certify annually in the Defensive Tactics Program, Taser, First Aide/CPR, and make appropriate arrests when necessary.
  14. Must qualify annually in firearms proficiency in accordance with County Firearm Policy.
  15. Must be able to meet the certification requirements of 1984 ACT 2 as administered by the Pennsylvania Commission on Crime and Delinquency.
- 

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF SPECIAL DEPUTY SHERIFF AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

---

(Signature of Employee)

---

(Date)

---

(Signature of Supervisor)

---

(Date)

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

Revised March 1, 2021