



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JANUARY 27, 2012 **CLOSING DATE:** FEBRUARY 10, 2012
TITLE: DEPUTY SHERIFF I **GRADE:** 120
DEPARTMENT: SHERIFFS' OFFICE **BARGAINING UNIT:** A.F.S.C.M.E.
ENTRY RATE: 12.09/HR 23576/ YR **HOURS PER WEEK:** 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school diploma with two years experience in law enforcement or corrections. College degree preferred. Current PA driver's license. Adequate physical and mental health to withstand rigorous activity. Must pass physical obstacle course and basic adult education tests. Must pass psychological evaluation and physical examination. Must become Act 120/Act 2 certified within one year of employment.

KNOWLEDGE, SKILLS, & ABILITIES:

Working knowledge of all laws, rules, regulations and procedures relating to the duties of the Sheriff's Department. Ability to deal with people under various circumstances. Must possess high moral standards, integrity, impartiality and good judgement in dealing with the general public.

DEFINITION OF CLASS:

Under general supervision, this employee acts as an officer of the court in carrying out the lawful orders of the presiding judge. The work involves maintaining peace and security in various settings as well as serving official notices and arresting individuals for violation of court orders.

DUTIES & RESPONSIBILITIES:

Serves civil and criminal court orders. Assists the Sheriff in conducting court ordered sales of property. Seeks and arrests persons on the order of the court and brings those persons before the court or to the appropriate detention facility to await a court appearance. Provides security to life and property at the scene of labor disputes and disasters. Completes various reports and records as directed by the Sheriff. Transports prisoners and mental patients. Performs various functions which insure the security of court rooms and those persons who may need protection. Restrains persons who are disrupting normal court proceedings. Performs other related duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.