

County of Berks

POSITION DESCRIPTION FORM

Position Title	<u>Deputy Sheriff</u>		
Department	<u>Sheriff</u>	Reports To (Title)	<u>Sergeant</u>
Effective Date	<u></u>	Revision Date	<u>7/2017</u>
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category	<u>Protective Services</u>	Union Classification	<u></u>

POSITION SUMMARY:

The purpose of the Berks County Sheriff's Office Deputy Sheriff is to serve and protect the citizens of the County of Berks and its Judicial System through efficiency and professionalism. The position performs general duty work in the Sheriff's Office and may be assigned to any of the several divisions or specialized positions within the Office. Assigned duties are performed in accordance with state statutes and Office rules and regulations. A Deputy Sheriff is required to exercise initiative and discretion when faced with emergency conditions. Some assignments may involve an element of personal danger.

The position of Deputy Sheriff is a law enforcement position requiring advanced education, training, and/or experience. The position requires the Deputy to uphold the laws of the Commonwealth of Pennsylvania and the United States of America, as well as, the Constitutions of the Commonwealth of Pennsylvania and the United States of America.

POSITION RESPONSIBILITIES:

Essential Functions

1. Serves all writs and orders of the Court.
2. Performs Levies and holds personal property sales.
3. Conducts Sheriff Sales.
4. Maintains courtroom security.
5. Transports prisoners.

6. Serves arrest and bench warrants.
7. Serves Protection From Abuse orders including weapons seizures and exclusions.
8. Controls prisoners in the cell block and while under the control of the deputy.
9. Escorts Prisoners to court and back to cell block.
10. Investigates firearms applications for dealers and License to Carry permits.
11. Guards prisoners outside of prison.
12. Enforces court orders.
13. Serves injunctions and maintains order at strikes.
14. Processes legal papers.
15. Maintains records, prepares and types reports.
16. Contacts attorneys, defendants, applicants, references and others by telephone.
17. Secures property.
18. Posts notices for Sheriff and Tax Sales.
19. Travels inter and intra state for extraditions.
20. Assists police at incidents, in court, at DUI centers and any other time when required.
21. Enforces crime code.
22. Enforces vehicle code.
23. Issues license to carry firearms permits and perform associated tasks.
24. Completes all paperwork or required reports in a timely fashion and professional format.
25. Serves as a representative of the department at various civic and public functions while always conducting themselves in a professional manner.

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or G.E.D. certification from a recognized issuing agency.
2. Must be at least 21 years of age and a citizen of the United States.
3. Must possess a valid Pennsylvania drivers' license and be willing to obtain a Commercial Driver's License as required. Must have a class "C" CDL or permit with Passenger Endorsement at time of hire or obtain within 30 days of hire. Must possess a clean driving record.
4. Successful completion of a rigid security background check and oral interview. Must not have any prior or pending criminal history.
5. Must obtain a Pennsylvania License to Carry Firearms License.

TRAINING REQUIREMENTS:

1. Must successfully complete Deputy Sheriff's training standards as set forth by the Pennsylvania Commission on Crime and Delinquency, and all Berks County Sheriff's Office training as set forth by the training sergeant.
2. Must successfully complete basic new hire training consisting of the following:
 - 3a. Must successfully complete the state mandated 19-week (760 hours) Deputy Sheriff's Basic Training Academy and be issued an Act 2 certification number by the Deputy Sheriff's Education and Training Board within one year of date of hire.
 - 3b. If the applicant is Pennsylvania Act 120 certified, the applicant must successfully complete state mandated 2 week waiver training.
4. Must successfully complete Act 2 certification update training every 24 months (20 hours of training).
5. Must successfully complete TASER certification and re-certifications.
6. Must successfully qualify during daylight and dim light conditions on department firearms and long guns.
7. Must obtain and maintain a Class C Commercial Drivers License with a P endorsement.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

Must possess the ability to:

1. Perform each duty proficiently and comply with county and department policies.
2. Obtain and maintain JNET certification.
3. Conduct warrant searches utilizing all available computer resources.

4. Operate desktop/laptop computers, fax machines, copiers and other standard office equipment.
5. React quickly and calmly to emergency situations and must possess good communication skills.
6. Learn and understand the operation of Mobile Computer Terminals (MCTs) installed in law enforcement vehicles.
7. Work cooperatively with other law enforcement agencies on related tasks and details.
8. Adhere to all policies and procedures.
9. Work with little or no supervision.
10. Follow orders.
11. Work well with the public and possess a professional demeanor at all times.
12. Conduct prisoner transports to and from correctional facilities, detention centers, medical facilities, police departments, and all other associated places of business.
13. Search prisoners and their property, and perform inspections of courtrooms and holding areas.
14. Collect fines, costs and issue receipts when necessary.
15. Provide security for court proceedings ensuring a safe environment for the judges, court personnel, prisoners and all others.
16. Restrain prisoners with handcuffs, shackles and associated equipment.
17. Safely operate motor vehicles assigned to the Sheriff's Office, including prisoner transports as well as operating vehicles in emergency situations.
18. Perform personal property sales and real estate evictions.
19. Complete traffic and non-traffic citations in accordance with the rules of criminal procedure.
20. Complete criminal complaint and probable cause affidavits in accordance with the rules of criminal procedure.
21. Testify in civil and criminal court proceedings.
22. Recall details from memory and write in a grammatically correct manner that communicates all points in an understandable way.
23. Understand and carry out oral and written directions.
24. Act tactfully, courteously, and with good judgment.

PHYSICAL DEMANDS:

Duties are performed both in an office environment and in the field. In the field, the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak, and see to communicate with the general public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs. Must have the ability to stand for long periods of time.

WORKING ENVIRONMENT:

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia;

high risk of civil litigation due to the performance of duties. Work is performed in various weather conditions (extreme temperatures and precipitation).

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

Candidate for the position of Deputy Sheriff must successfully complete the Deputy Sheriff Hiring Process which includes:

- Physical agility test
- Written test
- Oral interview
- Background investigation
- Computer voice stress assessment (CVSA)
- Minnesota Multiphasic Personality Inventory test
- Pre employment physical exam and drug screen
- Pennsylvania License to Carry Firearms License

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
