



***Seneca County
Personnel Department***

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TO: ALL APPLICANTS APPLYING FOR **DEPUTY SHERIFF – PART TIME**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis.

PLEASE NOTE: There are current vacancies at this time.

Salary: \$24.68/hour

MINIMUM QUALIFICATIONS: Either:

Graduation from high school or possession of a high school equivalency diploma or comparable diploma as described in Section 58 of the Civil Service Law.

Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a deputy sheriff begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of the written examination are not qualified except as follows: Candidates may have a period of military duty or terminal leave, up to six years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

1. Eligibility for a New York State driver's license; possession of a valid New York State Driver's License is required for appointment.
2. Candidates must meet physical, medical and any other standards currently established by the Municipal Police Training Council.
3. All part-time deputy sheriffs must work less than twenty (20) hours per week.

GENERAL STATEMENT OF DUTIES:

Assists in the general law enforcement assignments of the Sheriff's Department including highway patrol and the investigation of criminal offenses; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is the entrance grade position in the Sheriff's Department and includes duties involving serving as a highway patrol officer and assisting in the investigation of criminal offenses and the apprehension of criminals. Ordinarily employees appointed to this title are assigned to road patrol tasks as well as other regular enforcement duties once they are more experienced in the work of the Sheriff's Department. On occasion, incumbents may be required to perform dispatching duties that involve the receiving and transmitting of messages by telephone or radio.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

WHEN ASSIGNED TO ROAD PATROL:

Maintains routine motor patrols within an assigned area in the county;
Arrests traffic violators and/or issues appearance tickets;
Investigates suspicious activities and complaints and arrests persons who are in violation of laws;
Executes warrants and serves court summonses;
Assists in the investigation of felonies and other types of crimes;
Transports prisoners to Family, Justice and County courts and to penal institutions and state hospitals;
Maintains order in crowds and during parades, funerals or other public gatherings;
Serves subpoenas, tax notices, traffic summonses and other papers.

WHEN ASSIGNED TO NAVIGATION:

Operates Sheriff's patrol boat in order to maintain the safety of private vessels;
Checks vessels for proper safety equipment as provided by the New York State Navigation Law;
Inspects marine sewage and controlled devices;
Keeps records and logs of patrols;
Removes debris from navigable waters that may be hazardous to boaters;
Monitors parks and recreation buoys;
Provides assistance to vessels in need or distress;
May operate a marine radio.

WHEN ASSIGNED TO JUVENILE:

Develops and coordinates all juvenile public relations programs for the Sheriff's Department;
Plans and establishes programs and gives lectures to elementary and high school students throughout the school districts. These programs may be in cooperation with other agencies. (i.e.: Bicycle Safety with 4-H);
Gives speeches and/or talks on child safety, drugs, crime prevention, etc. to fraternal organizations, groups of concerned citizens and other social organizations;
Is responsible for all juvenile offenders and the presentation of juvenile delinquents and PINS petitions for Family Courts;
Conducts follow up investigations into juvenile related crimes and/or complaints;
Maintains and keeps all juvenile records for the Sheriff's Department;
Completes and provides all records and forms as required and/or requested by the Seneca County Youth Bureau;
Provides counseling and referral services to youth and/or parents with family related problems;
Works with other community agencies dealing with youth and family problems;
Reviews reports dealing with police contacts with juveniles;
Investigates specific cases involving juveniles;
Conducts background investigations on juveniles involved in cases and makes disposition;
Investigates conditions inducing delinquency;
Will be an active member of the Seneca County Youth Board and a member of the Juvenile Justice Committee;

Assists school administration on police tasks where appropriate;
Assists in the Emergency-Temporary Housing System for runaway/troubled youth;
Works with the Seneca County Probation Department on cases that can be handled on or in an informal manner;
Shall either wear a uniform or plain clothes and shall operate in a marked or unmarked police vehicle as the case may warrant;
Shall supplement personnel in other duties when work load warrants, especially in major cases;
Supervises and assists in the investigation of child abuse cases;
Transports all youths confined to youth detention centers;
Delivers youths to Family court and other local criminal courts as required by the Sheriff;
Maintains a Youth Office at the Sheriff's Department certified by the Appellate Division as suitable for the detention of youths; also, maintains an additional office in the Ovid Sub-Station;
The Juvenile Officer should be authorized to attend statewide Youth Training Institutes, seminars, conferences, etc. that are beneficial in promoting youth programs;
The hours of a Juvenile Officer should be flexible and should consist of an eight hour shift (24 hour availability);
This is a special position assigned by the Sheriff, and not a permanent appointment.

WHEN ASSIGNED TO INVESTIGATION:

Investigates traffic accidents, fatalities and major crimes;
Gathers information and secures evidence leading to the arrest of suspects;
Interviews suspects, witnesses, victims and informants to obtain evidence;
Investigates fires of suspicious origin as member of County Fire Investigation Team;
Assists local law enforcement agencies in the collection and preservation of evidence;
Performs identification work at crime scenes including latent fingerprints, photography casting and molding, and collecting evidence;
Takes statements, confessions and depositions and prepares related legal documents;
Tentatively identifies suspected drugs and controlled substances;

WHEN ASSIGNED TO INVESTIGATION:

May be assigned to investigate cases of child neglect and child abuse;
May assist District Attorney in conducting special investigations;
Appears as a witness before grand juries and in court;
Investigates reports of missing persons;
May conduct fraud investigations;
Serves warrants and subpoenas;
Makes oral and written reports and keeps necessary records;
Shall be available to perform all duties of a regular Deputy Sheriff when necessary.

WHEN ASSIGNED TO JAIL:

Maintains jail security and prisoner discipline;
Obtains fingerprints and photographs inmates for commitment and identification purposes;
Supervises inmates at meal times and at workstations;
Assigns inmates to cells and informs them of prison rules and routines;
Supervises visitations to inmates and records all incoming and outgoing mail;
Maintains jail records on all prisoners;
Keeps prisoners under constant surveillance;
Supervises the care, storage and distribution of clothing and linen and the maintenance of beds, mattresses and furniture.

WHEN ASSIGNED TO SCHOOL RESOURCE OFFICER:

Acts as an educator, counselor and police officer;

Acts as an instructor for specialized programs at the school when invited to do so by the Superintendent, Principal or member of the faculty with approval of the Sheriff;

Makes available to the School Faculty and Students a variety of law related presentations including crime prevention;

Coordinates activities with the school officials involved and maintains records of all S.R.O. activities;

Builds and maintains a rapport with students and faculty on a daily basis;

Acts as a liaison with all community agencies that offer assistance to youth and their families (makes referrals to such agencies when necessary);

Takes an active role in policing the school dealing with both internal and external crimes;

May assist other police officers and police agencies with crimes involving children;

Appears to be a positive role model for the students in the school;

May fill in for shifts on the road as needed when not fulfilling duties as S.R.O.;

May also be called from school on an as needed basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good social and general intelligence; good powers of observation; working knowledge of first aid methods; ability to be fair and firm with the prison inmates and general public; ability to understand and carry out complex oral and written directions; ability to operate an automobile; sound judgement; skill in the use of firearms; physical strength and agility; neatness of appearance; excellent moral character; physical condition commensurate with the demands of the position.