



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Deputy Sheriff
Reports to: Sheriff

Status: Full-time and Part-Time
Pay Scale/Grade/Salary: As approved by union contract

JOB SUMMARY:

Deputy Sheriff is responsible for all court related issues including prisoner transport/security and courtroom security. In addition to court related duties, deputy sheriff's also perform prisoner transport functions and all other facets of law enforcement including civil/criminal/traffic law proceedings.

Incumbents within this employee class must be able to act independently and with good judgement in all of the aforementioned duties. Each and every act performed by a deputy sheriff represent the Sheriff in the performance of his/her duties.

ESSENTIAL FUNCTIONS OF THE JOB: (Illustrative Only)

- Prisoner transport/security (court, medical, penal institution transfers);
- Transportation for citizens serving on jury duty;
- Courtroom security (civil/criminal courts);
- Service of civil process;
- Criminal/Civil law enforcement;
- Vehicle Code enforcement;
- Patrol functions;
- Searches (lost individuals); and
- Respond to emergencies and requests from other law enforcement agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of the principles and practices of County Sheriff Office;
- Basic knowledge of the equipment used to perform the duties of a Deputy Sheriff;
- Ability to understand and follow oral and written directives;
- Reliable, of sound mind, and possess good moral character.

ACCEPTABLE EXPERIENCE AND TRAINING:

Any type of training/experience within the school of Sheriff's office, police departments, constables or correctional officers that provides the knowledge, skills and abilities to properly perform the required Sheriff's office duties.

PHYSICAL ABILITIES:

- Sit for extended periods, keyboard, write, hear and speak;
- Stand frequently for extended periods;
- Bend, kneel, stoop, run or restrain uncooperative individuals;
- Lift in excess of 50 pounds; and
- Work in excess of 8 hours during times of emergencies. Minimum shift requirements, disturbances, etc.

SPECIAL NEEDS

Must have a valid driver’s license and be able to travel if required to attend meetings and seminars.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act. Due to the nature of this work no light duty post are available.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description

Received by: Signed: _____ Date: _____

Print name: _____