

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DEPUTY SHERIFF

TITLE ABBREVIATION: DEPUTY SHERIFF **TITLE NO.:** 6276

JURIS.CL: C **SALARY CODE:** 35 **EEO CODE:** PS **FLSA CODE:** NE

DEPARTMENT: SHERIFF'S OFFICE **DIVISION:** CIVIL

SUPERVISOR'S TITLE: DEPUTY SHERIFF/SERGEANT, LIEUTENANT, CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the protection of lives and property as well as the enforcement of laws and ordinances within the County. A Deputy Sheriff investigates offenses, apprehends violators, and conducts patrol operations in accordance with standard operating procedures. The work is performed under the general supervision of a higher-ranking Deputy Sheriff Supervisor. Leeway is allowed for the exercise of independent judgment in carrying out the details of the work. Deputy Sheriffs are required to work various shifts and be available for special assignments on a twenty-four (24) hour basis. Incumbent does related work.

TYPICAL WORK ACTIVITIES:

Patrolling assigned areas to enforce laws and maintain order, investigating crimes, and arresting violators;

Investigating misdemeanor and felony crimes. Quelling public disturbances and disorders. Maintaining order in public gatherings. Providing guidance and direction to the general public;

Observing traffic violations and issuing citations. Investigating traffic accidents and suspicious activities and if required, cites and/or apprehends violators of federal, state, or local laws and ordinances.

Responding to complaints and/or calls for service. Taking statements from complainants, suspects, victims, and witnesses. Attending court proceedings and presenting evidence in connection with arrests/cases investigated.

Collecting and preserving physical evidence found at the scene of a crime.

Processing and fingerprinting arrested suspects.

Investigating and arresting suspects for crimes committed within the Orange County Jail.

Executing criminal/civil warrants of arrest.

Serving Orders of Possession and Writs of Assistance. Arranging for and directing the eviction of defendants.

Seizing and inventorying real and personal property, under warrants or writs, and arranging for and supervising its appraisal and storage.

Locating and auctioning property of defendants failing to pay assessments under Writs of Execution, receiving and accounting for money received.

Answering and operating Sheriff's Office telephones. Maintaining communications via a two-way radio system with various points within and outside the county. Receiving, classifying, filing, and dispatching sensitive electronic messages. Coordinating such information with other agencies.

Assuming custody of civil and criminal prisoners in transit. Transporting prisoners or other designated individuals as required by court order.

Maintaining and ensuring the security and legal public usage of various county facilities and parks.

Preparing and submitting reports for records management purposes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Penal Law, Code of Criminal Procedures, Vehicle and Traffic Laws, Environmental Laws, and departmental regulations; good knowledge of legal regulations, requirements and procedures governing the execution, processing and serving of civil documents; good knowledge of scientific methods of crime prevention, detection and investigation; good knowledge of the principles and techniques of modern electronics communications; good knowledge of the civil law; skill in the use of firearms and self defense measures; skill in the operation of a motor vehicle; ability to deal tactfully and effectively with attorneys and the public; ability to maintain accurate and clear records and accounts; ability to understand and carry out moderately complex oral/written instructions; ability to perform law enforcement duties; ability to communicate effectively, both orally and in writing; willingness to work under adverse conditions; visual acuity; manual dexterity; even temperament; initiative; sound basic judgment; high personal integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND Either:

- (A) Three (3) years of active military experience in the armed forces of the United States with an honorable discharge, or currently serving in the armed forces of the United States with a minimum of three (3) years of active duty service; OR
- (B) Associate's Degree or higher or completion of sixty (60)* credit hours; OR
- (C) Completion of forty-five (45)* credit hours and the equivalent of six (6) months of work experience as a police officer, correction officer, police dispatcher, licensed security guard or other related experience in the law enforcement, corrections or military** field; OR
- (D) Completion of thirty (30)* credit hours and the equivalent of one (1) year of work experience as a police officer, correction officer, police dispatcher, licensed security guard or other related experience in the law enforcement, corrections or military** field.

NOTES: *Completion of a Basic Police Officer Training Course as approved by the NYS Municipal Training Council will be accepted as the equivalent of 15 credit hours. If a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees has awarded a different number of credits for training activity leading to a certificate of completion of the MPTC's Basic Course for Police Officers, such credits will be accepted toward qualification for this exam.

**Any service branch of the United States Armed Forces. If not currently active, must provide proof of honorable discharge.

Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Candidates must be at least twenty (20) years old at time of appointment.

Physical, psychological, and medical requirements:

- Candidates for full-time appointment must meet the physical fitness, psychological, and medical standards prescribed by the New York State Municipal Police Training Council.
- Candidates for part-time/per diem appointment must meet psychological standards prescribed by the New York State Municipal Police Training Council.

SPECIAL NOTES:

- For purposes of appointment to part-time/per diem Deputy Sheriff positions, must have completed the equivalent of five (5) years of full-time experience as a Deputy Sheriff or Police Officer in New York State or as a member of the New York State Police at the time of appointment or must meet minimum qualifications as established above.
- All applicants are subject to satisfactory completion of an inclusive background investigation. Such investigation requires that all prospective candidates for employment be fingerprinted at own cost. Conviction of a felony will bar an applicant from examination and/or appointment.

SPECIAL REQUIREMENTS: Must possess at time of application and maintain a valid driver's license.

RESIDENCY REQUIREMENTS: Appointees must become a resident of Orange County or a resident of a county within the State of New York contiguous to the County of Orange within six (6) months of appointment.