



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MARCH 11, 2016

CLOSING DATE: MARCH 28, 2016

TITLE: DEPUTY SHERIFF I

GRADE: 120

DEPARTMENT: SHERIFF

BARGAINING UNIT: AFSCME Clerical/Tech.

ENTRY RATE: \$12.82/HR, \$26,666/YR

HOURS PER WEEK: 40

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 112A, 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.

DEFINITION OF CLASS:

Transportation of prisoners from Erie County Prison to Erie County Sheriff holding facility. Secure and maintain order among prisoners. Prepare prisoners for court, process prisoners for transport, and account for all personal property entering and leaving the holding area. Work courthouse and court security and assist Deputy Sheriffs in the performance of Deputy Sheriff duties.

DUTIES & RESPONSIBILITIES:

Prepare court transport list daily, Transport prisoners, perform thorough search of all prisoners, and account for all personal property. Provide security of the holding cells. Supervise the cleaning and maintenance of the facility. Maintain records, and legal documents of prisoners for transportation.

Provide physical security at all entrances of the Courthouse. This would require checking all employees, general public and packages before admittance to the Courthouse and provide perimeter security of the facility. Perform all other duties as may be required.

As a deputy sheriff, will serve civil and criminal court orders. Assist the sheriff in conducting court ordered sales of property. Seek and arrest persons on the order of the court and bring those persons before the court or to appropriate detention facility to await a court appearance. Provide security to life and property at the scene of labor disputes and disasters. Complete various reports and records as directed by the sheriff. Transport prisoners and mental patients. Perform various functions, which insure the security of courtrooms and those persons who may need protection. Restrain persons who are disrupting normal court proceedings. Perform 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 a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Working knowledge of all laws, rules, regulations and procedures relating to the duties of the Sheriff’s Office. Ability to deal with people under various circumstances. Must possess the operating knowledge of the x-ray and metal detector equipment. Must possess high moral standards, integrity, impartiality and good judgment in dealing with the general public.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school diploma or equivalent required. Possession of a current Pennsylvania driver’s license. Must pass the obstacle course and basic adult education tests. Must pass psychological evaluation and physical examination. Must be Act 2 certified within one year of hire. ACT 120 preferred but not required.

STATEMENT OF EMPLOYEE BENEFITS for:

AFSCME Clerical & Technical	SINGLE COVERAGE	DEPENDENT COVERAGE
	\$9,400	\$20,900.00

- *Average paid holidays annually – 14 days
- *Average paid vacation for 1st year – 6 days
- *Average paid personal days annually – 5 days

- *Holidays may vary by bargaining unit