

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN 57

POST DATE: May 6, 2022

APPLICATION DEADLINE DATE: May 19, 2022

*Applications to be filed with Human Resources Department – County Administration Building
mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or
email: carbonhr@carboncounty.net or
fax: 570-325-9492*

POSITION: Chief Deputy Sheriff

DEPARTMENT: Sheriff's Office

RATE OF PAY: \$25.29 per hour

HOURS WORKED: As Scheduled

OVERALL OBJECTIVE OF JOB: Under the direction of the Sheriff, the Chief Deputy assists in the management of the Sheriff's office in the provision of courtroom security, the transport of prisoners, and the service of bench warrants, writs and court orders and the effectuation of the sheriff's sales of real property.

QUALIFICATIONS:

Education/Training: High school diploma plus additional law enforcement training. Associate degree in Criminal Justice preferred. Must complete Deputy Sheriff Training School, Act 2 or be Act 120 certified.

Work Experience: 3-4 years working experience as Deputy Sheriff, plus prior law enforcement experience/training preferred.

ESSENTIAL FUNCTIONS OF JOB:

1. Assists in the design and development of work procedures and operating practices of the Sheriff's Office.
2. Assists in the assessment of the effectiveness of ongoing operations to insure timely and efficient work accomplishment in coordination of County, Court, State, Federal and other affected offices.
3. Carries out the development of scheduling needs and goals in providing courtroom security, prisoner transport, service of legal papers, and/or real estate property sales.
4. Provides courtroom and Judicial Security as needed.
5. Directs lower level staff in transporting prisoners and providing court security to include Magisterial District Justice Offices.
6. Provides transportation and supervision of inmates, prisoners, and individuals with mental health issues throughout the state.
7. Reviews and approves all internal incident reports and use of force reports and determines next steps to comply with County, State, Federal and other guidelines.
8. Oversees the direction of sales of real estate and personal property to satisfy court orders.
9. Oversees the service of civil and criminal subpoenas, and other papers, reviews circumstances and advises of techniques or approaches in locating individuals.
10. Provides oversight of Sheriff's Office Warrant Program to include proper entering of warrants, background checks of defendant's and pre-operational planning for warrant services.
11. Supervises and oversees the collection of all department seized property.
12. Assists in the development and administration of the budget and the monitoring of subsequent expenses for conformance to estimates, determining need to transfer or request additional funds according to changes in operation.
13. Assigns and reviews the work of law enforcement and clerical staff.
14. Assists in determining training needs for the Sheriff's Office and modifies as procedures, case law or other factors dictate.
15. Responsible to enforce court orders requiring the Sheriff's office oversight and coordination on all labor strikes in the county.
16. Responsible for Sheriff's Office response to civil unrest within the county.
17. Participates in employment interviews and provides recommendations for hires to include conducting background checks.
18. Conducts civil, criminal, and internal affairs investigations and disciplinary reviews, as assigned by the Sheriff.
19. Keeps detailed records and submits reports on investigations, grievances, and any other reporting necessary.
20. Testifies in court hearings as required.
21. Represents the county and Sheriff's Office on relevant committees as assigned by the Sheriff.
22. Address community groups, schools, and other audiences about the functions of the office, as directed.
23. Maintains the Deputy Sheriff Training Programs and educational requirements and acts as liaison to State Regulatory Agencies to insure compliance with Act 2 standards.
24. Provides oversight of the License to Carry Firearms Program.
25. Provides oversight of the Departmental Firearms Qualifications Program.
26. Participates in creation, revision and updating of Departmental Policies and Procedures.
27. Provides oversight of departmental property inventory to include all confiscated firearms, weapons and other property.
28. Provides oversight of the issuance of County ID Cards and conducts background checks for persons requesting building access.
29. Signature authority for all departmental bank accounts.

BULLETIN 57**POSITION:** Chief Deputy Sheriff

Page 2

ESSENTIAL FUNCTIONS OF JOB (CONTINUED):

30. Acts as Judicial Liaison as well as liaison for other county offices as assigned by the Sheriff.
31. Performs routine law enforcement duties and makes arrests as necessary.
32. May act on behalf of the Sheriff in his/her absence
33. Performs all administrative and legal duties in the absence of the Sheriff.
34. Works with the Sheriff's Office solicitor on all legal matters of the office.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must successfully complete in-house training including but not limited to Defensive Tactics, Taser and CPR/First Aid.
2. Must be able to speak and understand the English language and to follow oral and written instructions.
3. Must possess initiative and problem-solving skills.
4. Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others.
5. Must possess effective oral and written communication skills.
6. Must possess ability to maintain confidentiality in regard to client information and records.
7. Must possess the technical knowledge of operating personal computers and other office equipment.
8. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
9. Must possess a valid PA License to Carry Firearms permit.
10. Must possess ability to overcome and control aggressive individuals, and to safely control a crowd of people.
11. Must possess knowledge of law enforcement principles, practices, methods and procedures.
12. Must possess initiative, discretion and be able to make decisions when circumstances warrant.
13. Must possess ability to coordinate a variety of duties and efforts and work well with other departments.
14. Must possess ability to supervise work and staff; handle personnel issues as required and effectively enforce established policies and procedures.
15. Must possess thorough knowledge of organization, procedures, policies and operation of the County Sheriff's Office.
16. Must possess knowledge of the procedures required in the service of civil and criminal legal documents and execution of court orders.

WORKING CONDITIONS:

1. Works indoors in adequate work space, temperatures, ventilation and lighting.
2. Works with average indoor exposure to noise, disruptions and stress.
3. Normal indoor exposure to dust/dirt; sometimes works outdoors or on road and subject to outdoor elements and environmental conditions.
4. Subject to frequent travel during all seasons.
5. Works in conditions of potential outbursts of disruptive behavior of clients or consumers.
6. Periodically works beyond normal work hours or on-call as needed.

PHYSICAL/MENTAL REQUIREMENTS:

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching necessary to carry out duties of job.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
3. Occasional lifting/carrying of objects with a maximum weight of forty (40) pounds.
4. Must be able to physically assist and control individuals who exceed a weight limit of 150 lbs.
5. Must be able to assist in carrying a weight bearing load of a minimum of 150 lbs. if necessary.
6. Must demonstrate emotional stability.
7. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
8. Must be able to move frequently throughout the work day.
9. Must be able to physically restrain and control violent prisoners.
10. Must possess ability to determine when and when not to use appropriate force in a particular situation.

EQUAL OPPORTUNITY EMPLOYER