

GENESEE COUNTY

DEPUTY SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift an incumbent may perform routine patrol operations, court security services, civil processing and jail operations in accordance with standard departmental operating procedures, and makes arrests and assists in investigations. The work is performed under the general supervision of a higher ranking officer who gives specific instructions and assistance when special problems arise. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Maintains law and order patrolling assigned areas to enforce laws, investigate crimes and arrest violators;
Drives patrol vehicle through assigned area, observing traffic violations and issuing citations;
Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents;
Notifies supervisors of major accidents or crimes, contacting coroners if necessary and conducts preliminary investigations;
Investigates illegal or suspicious activities of persons and quells disturbances;
Receives arrest warrants and executes same by locating and taking persons into custody;
Maintains order in crowds, parades, fairs, funerals and other public gatherings;
Prepares a variety of records and reports associated with law enforcement activities;
Attends court and presents evidence in connection with arrests made or cases investigated;
May transport or escort prisoners between courtrooms, correction facilities and medical facilities;
Answers questions for, directs and assists the public;
May serve court orders and processes, such as summonses, subpoenas and income executions;
May perform court security duties in various courtroom settings;
May perform corrections duties, maintain jail security, and supervise corrections personnel.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and techniques of law enforcement; good knowledge of the New York State Penal Law, Vehicle and
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Traffic Law, Criminal Procedure Law and other applicable laws, regulations and ordinances; good knowledge of the local geography; good knowledge of the operation of radio equipment; skill in the use of firearms; skill in the use of special equipment including radar and alcohol testing equipment; skill in the operation of a patrol car; ability to apply first aid; ability to deal firmly yet courteously with the public; ability to follow and communicate written and oral directions; ability to operate computer, including word processing and other software programs; printer, answering machine, tape recorder, calculator, telephone, copy machine and fax machine, police radio, and a variety of firearms and less than lethal weapons; good powers of observation and memory; sound judgment; tact; excellent moral character.

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear, and to use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee is often required to walk, or run, climb and/or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds, and must be able to detain and/or restrain an adult using bodily force.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee often works in all types of outdoor weather conditions, and may work with explosives when using firearms. May be exposed to blood borne pathogens.

The noise level in the work environment is moderately noisy to loud.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education.

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SPECIAL REQUIREMENTS FOR APPOINTMENT: Candidates must meet all current requirements of Section 58 of the Civil Service Law.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT: Possession of a valid New York State Driver's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

Competitive Class

Adopted 6/25/74

Revised 9/9/76, 7/29/80

7/7/81, 4/24/86

11/14/90, 12/15/92

1/4/94, 5/6/99

9/30/99 2/26/03

12/15/14, 6/7/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

