

CLARION COUNTY

Job Posting

April 16, 2024

External

Internal

POSITION: Deputy Sheriff
Non-exempt, Full-Time

DEPARTMENT: Sheriff's Office, Clarion, PA

PAY GRADE: \$14.75 starting rate, \$15.25 upon completion of probation.

POSTING DATE: Tuesday, April 16, 2024

DEADLINE TO APPLY: Tuesday, April 30, 2024, at 4:00 PM

HOW TO APPLY

A County application is required to be considered for the advertised vacancy.

Applications are available at:

[www.co.clarion.pa.us/how do i/apply for/employment opportunities/index.php](http://www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php)

OVERALL OBJECTIVE OF JOB

To carry out duties and responsibilities of the Sheriff's office by assisting in civil, criminal, and public service law enforcement, acting under the direct orders of the Sheriff or Chief Deputy Sheriff.

ESSENTIAL FUNCTIONS OF JOB

1. Ensures the safety, physical security, and orderly conduct of all individuals in and around the Courthouse.
2. Maintains security check points at County courthouse.
3. Transports and guards' prisoners; ensures that prisoners are always controlled; uses restraining devices if/when necessary.
4. Serves bench warrants, writs, executions, summons, court orders and subpoenas.
5. Conducts background investigations; confirms validity of information and logs all data.
6. Prepares and files incident reports as necessary.
7. Conducts personal property executions; serves documents and carries through all related notices and documentation involved.
8. Collects money from judgments in civil proceedings and Bench Warrants.
9. Interacts with prisoners, County departments, general public and others, as necessary, to perform essential job duties.
10. Assists with maintaining law/order during strikes, riots and/or disasters.
11. Utilizes equipment such as radios, batons, weapons, computer, motor vehicle, etc., as necessary to carry out essential job duties.
12. Travels frequently transporting prisoners or performing other essential job duties.
13. Enforces criminal/vehicle code statutes of Commonwealth of Pennsylvania.

OTHER DUTIES OF JOB

1. Attends training, meetings, seminars as required.
2. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and little supervision from Sheriff/Chief Deputy regarding daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

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

PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to stand, walk, and drive frequently during the workday, with occasional sitting, twisting, bending, kneeling, stooping, and reaching as necessary to carry out essential job duties.
3. Requires coordinated dexterity of fingers/hands; arms/legs/torso as necessary to carry out job duties.
4. Must be able to react quickly physically and mentally in the event of a disturbance or physical outbreak.
5. Must be able to move frequently throughout the workday.
6. Must be able to work with clients who carry or may carry the active hepatitis or other infectious diseases.

QUALIFICATIONS

A. EDUCATION/TRAINING

High school diploma or equivalent is required, plus some knowledge in law enforcement or related field is preferred. Valid Pennsylvania driver's license is required. Current PA Act 120 Certification, Act 2 Sheriff's Academy, or retired Pennsylvania State Police (PSP) within the last 5 years preferred.

B. WORK EXPERIENCE

None required; prior experience in law enforcement or legal environment preferred.

C. PHYSICAL FITNESS REQUIREMENTS

Applicants without prior Act 120 or Act 2 certification must be able to meet the certification requirements of the Sheriff and Deputy Sheriff Education and Training Board Physical Fitness Standards set forth by the Pennsylvania Commission on Crime and Delinquency (PCCD).

Fitness requirements are available by visiting <https://www.pccd.pa.gov/>, clicking "Training", and then "Sheriff and Deputy Sheriff Education and Training Board". The Physical Fitness Standards.PDF link will be available on the right under Training Links.

D. ADDITIONAL REQUIREMENTS

- Must not appear on Preclusion Lists as defined by "Pennsylvania's Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs."
- Must work in conjunction with employer to apply for Act 34 PA State Police Criminal History, Act 151 PA Child Abuse and FBI clearances prior to employment. All clearances must reflect acceptable results. Clearances must be renewed every four years.

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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner and to carry out essential job duties.
2. Must possess good communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with general public, prisoners, staff and others.
4. Must possess ability to maintain confidentiality regarding client information and records.
5. Must possess the technical knowledge of operating personal computers, typewriters and other office equipment with accuracy and reasonable speed.
6. Must possess a willingness to travel as needed, and to transport prisoners as needed.
7. Must possess ability to overcome and safely control aggressive individuals.
8. Must possess general knowledge of law enforcement principles, practices, methods and procedures and ability to apply same to duties of job.
9. Must possess initiative, discretion and be able to make decisions when circumstances warrant.
10. Must possess ability to coordinate a variety of duties and efforts and work well with other departments.
11. Must possess ability to use firearms and make appropriate arrests when necessary.
12. Must qualify annually in firearms proficiency in accordance with Sheriff's office firearm policy/procedures.

HOW TO APPLY

A County application is required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Please submit application to:

Human Resources
Administration Building, Second Floor
330 Main Street
Clarion, PA 16214

Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: **Tuesday, April 30, 2024, at 4:00 PM**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.