

COLUMBIA COUNTY
Job Description

Job Title: DEPUTY SHERIFF
Department: SHERIFF'S OFFICE
Reports To: Sheriff
FLSA Status: Non-Exempt
Preparation Date: December 2023

SUMMARY: Maintains law and order in courtroom, transporting prisoners and serving legal papers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Serves legal processes for District Magistrate office; hand carrying and serving Warrants, Judgments, Orders of Executions, Eviction notices, Landlord/Tenant complaints, criminal and fugitive warrants, traffic and fine/cost warrants; brings defendants to District Magistrate, levies property and executes sales, prepares checks and distributes funds from sales, docketing magistrate papers.
2. Serves legal processes of court, including custody hearing notices, support hearing notices, Protection from Abuse orders, Judgments, Subpoenas, Bench Warrants, Civil Complaints; locates person to be served and completes affidavit of service.
3. Transports and escorts prisoners to other Sheriff's office, County Police Departments, Magistrates offices, Court appearances and hearings, Domestic Relations hearings, Custody hearings, other prisons, State Correctional Facilities, State or Private Mental Hospitals, local hospitals, dentists, doctors, etc.
4. Maintains order in courtroom to ensure protection of court officials, prisoner and the public also providing security in Judges chambers, jury room, and for sequestered juries.
5. Processes sale of firearm licenses, checking ATF licenses, accepting application, docketing name of firm and name of owner, collecting and depositing fee.
6. Processes personal firearms licenses; accepts and reviews applications for proper content; performs criminal history check; checks references; issues and files applications.
7. Participates in emergency response drills and exercises: ensuring Court House security, coordinating police services for County from command post,

constructing roadblocks, delivering supplies for drill from command post to outlying areas, assisting with emergency response activities in adjacent counties, maintaining peace and order at strikes, and, in the event of a bomb threat, clearing building and participating in search.

EDUCATION and/or EXPERIENCE:

High school diploma or the equivalent and the willingness and ability to successfully complete the formalized Deputy Sheriff Training Program. Must possess a valid PA drivers license and must qualify in weapons training. Act 120 (Municipal Police) or State Police training accepted, but not mandatory, thus reducing time and costs of Deputy Sheriff's Act 2 Training.

LANGUAGE SKILLS:

Ability to read, analyze and interpret a variety of instructions and regulations.
Ability to interact with public maintaining composure while confronted with a stressful situation.
Ability to effectively present information and respond to questions from the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.
Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING SKILLS:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

Work frequently involves working alone, irregular hours, driving a vehicle in inclement weather. Work also involves interacting with angry or upset individuals and frequently requires working with a threat to personal safety when an individual may have to be subdued by force.

WORK ENVIRONMENT:

Work is performed in a variety of settings, including the Courthouse, the Prison, the District Magistrate offices as well as at homes and offices throughout the county where legal papers are served.

The County of Columbia is an equal opportunity employer. In accordance with the Americans with Disabilities Act, as amended, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the Employer.

depsheriff