

DEPUTY SHERIFF (PART-TIME)

The Chautauqua County Office of the Sheriff is seeking qualified applicants for future positions of Deputy Sheriff (Part-Time). These positions are non-competitive and DO NOT require a civil service exam. ***NOTE: Candidates who wish to be considered for Full-time competitive positions with the Sheriffs' department must take the civil service exam for that title when announced.** Part-time positions will be filled on an as needed basis to work up to 19 hours per week. There will be no benefits with part-time positions. The starting wage for this title is \$18.92/hour.

As a Deputy Sheriff (Part-Time), one has the responsibility of protecting lives and property, enforcing all laws and ordinances in an assigned district during a specific period. Duties may include, but are not limited to, assisting in investigations of criminal offenses and the apprehensions of criminals, routine patrol operations in assigned areas, and other related police duties performed in accordance with departmental rules and regulations. May also be responsible for and include courtroom security detail.

A Deputy Sheriff (Part-Time) is required to exercise initiative, sound judgment, and discretion when faced with emergency situations. A senior officer will regularly check the work and give specific instructions and assistance when special problems arise. Unusual procedures and special assignments are generally carried out under immediate supervision.

Further description of the duties and the minimum qualifications needed is listed below.

Please complete the Chautauqua County Application for Examination or Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757
Equal Opportunity Employer

DEPUTY SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for the protection of lives and property and the enforcement of all laws and ordinances in an assigned district during a specific period to include assisting in the investigation of criminal offenses and the apprehension of criminals. This is general duty police work consisting of routine patrol operations in an assigned area, preliminary investigations, and related police duties are performed in accordance with departmental rules and regulations. May also perform courtroom security duties. A senior officer regularly checks the work and gives specific instructions and assistance when special problems arise, although a Deputy Sheriff is required to exercise initiative and discretion when faced with emergency conditions. Unusual procedures and special assignments are generally carried out under immediate supervision. Incumbents are required to exercise sound judgment in emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols an assigned area during a specific period on foot, in motorized police equipment including waterways;
Investigates suspicious activities and complaints and makes arrests for violation of Federal and State laws and local ordinances;
Watches for and makes investigations of wanted and missing persons and stolen cars and property;
Maintains order in crowds, parades, funerals, or other public gatherings;
Serves subpoenas, tax notices, traffic summonses, and other legal papers;
Makes preliminary investigations at accidents and scenes of crimes to include taking photographs and deposition statements;
Participates in surveillance and other criminal investigation activities;
Transports prisoners to Family, Justice and County Courts and to penal institutions and state hospitals;

Assists in the maintenance of jail security;
Attends court and presents evidence in connection with arrests made or cases investigated;
May speak to interested groups on police procedures and activities in an effort to foster greater understanding and cooperation with the public;
Answers questions for and directs the public;
When assigned, supervises or operates a communications center;
Makes daily reports of activities.
When assigned to Court Security Detail:
Conducts screening of persons entering the Courthouse and courtrooms;
Insures that all persons in the courtroom are orderly;
Controls entrance and exit to the courtroom;
Maintains custody of the jury;
Insures that members of the jury are provided with needs;
Runs errands for the judge to include such things as obtaining reference materials from the court library;
Maintains required logs and reports;
Answers questions and directs the general public;
Calls Court into session, recess or adjournment;
May guard prisoners awaiting Court action.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the use of weapons and their capabilities; thorough knowledge of the geography, buildings and the community in the patrol area; good knowledge of what constitutes and how to safeguard and process evidence; good knowledge of Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcohol Beverage Control Law and local rules, regulations and ordinances; working knowledge of Motor Vehicle accident report forms, vehicle and traffic documents, arrest forms and identification documents; working knowledge of investigative techniques; working knowledge of legal terminology; ability to properly operate a patrol car and radio equipment; ability to recognize potential weapons; ability to deal with people under stress; keen observational skills; ability to assess extent of physical injury and apply first aid; skill in the use of weapons; skill in the application of self-defense techniques; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

MUST ALSO MEET THE FOLLOWING ADDITIONAL REQUIREMENTS FOR QUALIFICATION AND PERMANENT APPOINTMENT AS A PART-TIME DEPUTY SHERIFF:

- A. Candidates must not have been convicted of a felony. Candidates must not have been convicted of a violation of the selective training and service acts of the United States as provided by the Public Officers Law.
- B. Possession of a New York State driver's license at time of appointment and during service in this classification.
- C. Candidates must be citizens of the United States and a **legal resident of Chautauqua County no less than one month prior to application**. Candidates must also maintain legal residency in Chautauqua County at time of appointment and during service in this classification.