



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website: Chqgov.com

DEPUTY SHERIFF (PART-TIME)

Salary - \$21.28/Hr.
19 Hrs./Wk. – No Benefits

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' Office must take the civil service exam for that title when it's 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 \$21.28/hour.

As a Deputy Sheriff (Part-time), one has the responsibility for the protection of lives and property and the enforcement of all laws and ordinances in a variety of assignments with the Chautauqua County Sheriff's Department. This is general duty police work performed on a part-time or occasional basis to supplement the staffing of regular full-time officers. Areas of assignment are primarily building and courtroom security, prisoner transportation and routine patrol operations in an assigned area. Related police duties are performed in accordance with departmental rules and regulations. 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. Further description of the duties and the minimum qualifications are listed below.

All applicants must meet the minimum qualifications listed below and MUST submit an application available on the Chautauqua County Government's website: chqgov.com click on "Employment" in order to be considered for the position.

Please mail completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

DEPUTY SHERIFF (PART-TIME)

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 a variety of assignments with the Chautauqua County Sheriff's Department. This is general duty police work performed on a part-time or occasional basis to supplement the staffing of regular full-time officers. Areas of assignment are primarily building and courtroom security, prisoner transportation and routine patrol operations in an assigned area. Related police duties are performed in accordance with departmental rules and regulations. 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:

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;
Guards prisoners awaiting Court action;
Transports prisoners to Family, Justice and County Courts and to penal institutions and state hospitals;
Assists in the maintenance of jail security;
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;
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;
Makes daily reports of activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the use of weapons and their capabilities; thorough knowledge of the Courthouses and courtrooms, and the geography, buildings and the community in the transport area and patrol area (if assigned); 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 screening devices and 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.

ADDITIONAL REQUIREMENTS FOR QUALIFICATION AND PERMANENT APPOINTMENT:

- 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.
- D. After appointment, candidates will be required to successfully complete a Police Officer Training Course recognized by the New York State Municipal Training Council.