

Tioga County Sheriff's Office

Job Title: Deputy Sheriff

Summary / Main Purpose of Job:

The Deputy Sheriff will be assigned to a great variety of tasks involving all functions of the Sheriff's Office. These tasks will vary from prisoner transport and security, to desk and administrative responsibilities, as listed below.

Essential Duties, Tasks and Accountabilities:

- Provide security for the courthouse and other county facilities and employees.
- Protect the judge and courtroom personnel at all times.
- Maintain custody and control of prisoners.
- Protect and assist Tioga County citizens and all visitors.
- Provide emergency medical care at the appropriate level of training.
- Process background checks for firearm permits.
- Process firearm renewals and revocations of firearm permits.
- Transport prisoners to and from county, state and federal facilities.
- Complete detailed and accurate incident reports when required.
- Perform other duties, tasks and special projects as required; i.e. warrant service, civil process service, traffic enforcement, parking enforcement, serve protection from abuse orders, and assist local, state and federal law enforcement agencies when needed.

Qualifications / Requirements:

- High School Diploma or General Education Degree (GED).
- Must be 21 years of age prior to date of hire.
- Must possess a valid driver's license.
- Exhibits sound and accurate judgment.
- Ability to remain focused on daily operations.
- Ability to establish priorities.
- Accurate and detail-oriented.
- Strong work ethic.
- Must pass a pre-employment written test, physical agility test, drug screening test, psychological and physical examination as directed by the Sheriff.

Preferred Skills, Knowledge and Experience:

- Corrections or law enforcement background.
- Customer service experience.
- Prior military experience.
- Easily adapts to changes in the work environment.
- Strong people skills.
- Strong verbal and written communication skills.
- Has compassion and treats others with respect and consideration.

Computer Skills:

This position requires basic computer and keyboard skills.

Physical Demands:

While performing the duties of this position, the employee is frequently required to stand; walk, bend at the waist or work bent at the waist; kneel, stoop, crouch or squat; climb stairs; work with machinery; drive a vehicle; and talk or hear. Occasionally, the employee will need to reach above shoulders; work with arms above shoulders; and push or lift heavy objects. In the event of a security breach or disturbance within the courthouse and/or county property, the employee will need to utilize strength and balance to physically control said disruptive party or parties. Employee will need to be able to effectively control resistive individuals during warrant service as well as those occasions previously referenced with regard to courthouse security. This includes and/or entails the ability to rapidly respond to emergency situations and deploy appropriate hands on physical control measures.

The specific vision requirements listed for this position are:

- Close and distant vision.
- Depth Perception (three-dimensional vision ability to judge distances and spatial relationships).
- Ability to adjust eye to bring an object in to sharp focus (driving and firearms handling).
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) due to criminals approaching from the side.
- Ability to qualify yearly for night shooting.

Work Environment:

- The noise level in the work environment is usually moderate.
- Will work around criminals throughout the day.
- Must be on the defensive at all times due to the nature of the profession.

Other:

- Ability to work extended hours, as necessary.
- This position requires a professional demeanor at all times. NO EXCEPTIONS!