



Deputy Sheriff

Department: Sheriff

Revised: June 2016

Type Position: Full-Time, Mission Essential

Reports to: Chief Deputy and Sergeant Deputy Sheriffs

Work Schedule: 40 hours a week (with overtime)

0800-1700 (varies)

Work days: (7) S-M-T-W-Th-F-S (varies)

*Frequent evenings, nights, holidays, and weekend assignments

Job Summary: A Deputy Sheriff should be energetic, competent, dependable, and efficient in order to carry out all of the duties and functions of the Sheriff's office on a daily basis.

Reporting Relationship: A Deputy Sheriff should report and answer to an assigned Sergeant, Chief Deputy, and/or the Sheriff.

Essential Job Functions: A Deputy Sheriff will serve and enforce Writs and Orders of the Court, along with serving Arrest, Fugitive and Bench Warrants, Protection from Abuse Orders, with possible seizure of weapons. A Deputy Sheriff will perform levies and hold personal property sales, secure confiscated property, and post Notices for Sheriff and Tax sales. In addition, a Deputy Sheriff will maintain courtroom security, transport inmates, escort inmates from court holding cells to courtrooms and guard inmates outside of prison. A Deputy Sheriff will also maintain records, prepare and type reports, contact attorneys, defendants, applicants, references via telephone as needed. A Deputy Sheriff is expected to assist other L.E.A.s in Court, at DUI centers and any other time when required or requested, and enforce the crimes code, vehicle code, and/or other violations of the law that may occur in a Deputy's presence. Deputies will perform the assignments, that are Sheriff's Office related, deemed appropriate by the Sheriff or Supervisory Deputy staff. Deputy is classified as a Mission Essential Employee and shall follow the County policy as outlined for emergency operations.

Minimum Qualifications: A Deputy Sheriff must be at least 21 years of age, possess a valid Pennsylvania Driver's License. The Applicant must have a high school diploma or GED equivalent and any equivalent combination of education, experience and training that provides the required knowledge skills and ability to perform this job. The applicant must be willing to reside within the County of Lycoming geographical boundaries. At the discretion of the Sheriff,

the applicant may be given as many as 12 months to reside in the Lycoming County. Successful completion of a rigid security background check and oral interview are also required.

Knowledge, Skills and Abilities: Must satisfactorily complete all subjects contained in the training modules of the Sheriff and Deputy Sheriff Training Academy. Failure to re-certify will cause the Commission as a Deputy Sheriff to terminate. Must successfully complete training as assigned and required.

Required Licenses/Certifications/Clearances: This position has been identified as having the potential for exposure to Hepatitis B. Duties are performed both in an office environment and in the field. In the field, the Deputy Sheriff is exposed to varying and extreme weather conditions. Must have the capability to hear, speak, and see to communicate with the general public. Must have the strength and ability to apprehend, subdue, and restrain criminal and civil offenders. Physical exertion may be required to climb stairs and climb over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas, sit for prolonged periods of time, move/push/pull or lift heavy objects exceeding 50 lbs. Must have the ability to stand for long periods of time.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer