



MONTGOMERY COUNTY SHERIFF'S OFFICE

POSITION TITLE: Deputy Sheriff

EXEMPT: No

DEPARTMENT: Sheriff's Office

SALARY: \$37,000 with guaranteed annual increases

POSITION REPORTING: Corporal

SUMMARY:

The position of Deputy Sheriff is a law enforcement position requiring advanced education, training and/or experience. The position requires the deputy to uphold the laws of the Commonwealth of Pennsylvania and the United States of America, as well as, the Constitutions of the Commonwealth of Pennsylvania and the United States of America.

The role of the Montgomery County Sheriff's Office deputy sheriff is to serve and protect the citizens of the County and its judicial system through efficiency and professionalism.

Applicants must be a United States citizen, be 21-years-old or older, and possess a high school diploma or equivalent at the time of application. Applicants that do not have ACT 120 certification must complete a 19-week ACT 2 deputy sheriff training program at Pennsylvania State College, or 24-week ACT 120 Municipal Police Academy training at Montgomery County Community College.

ESSENTIAL FUNCTIONS (depending on assigned unit)

- Follows the chain of command and all orders of policy and procedure as given by the supervisor.
- Serves writs, orders of the Court, and warrants.
- Performs levies and holds personal property sales.
- Conducts Sheriff Sales.
- Maintains courtroom security.
- Transports prisoners.
- Serves Protection from Abuse orders including weapons seizures and evictions.
- Guards prisoners in the cell block, and while under control of the deputy during transport.
- Investigates firearms applications for dealers and License to Carry permits.
- Enforces court orders.
- Processes legal papers.
- Maintains records, prepares and types reports.
- Contacts attorneys, defendants, applicants, references and others by telephone.
- Secures property.
- Travels inter- and intrastate for extraditions.
- Assists police at incidents, in court, at DUI centers and any other time when required.
- Enforces crime code.
- Issues license to carry firearms permits and perform associated tasks.
- Completes all paperwork or required reports in a timely fashion and professional format.
- Serves as a representative of the department at various civic and public functions while always conducting themselves in a professional manner.



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PHYSICAL DEMANDS: Essential and marginal functions require maintaining physical condition necessary for sitting, standing, running or walking for prolonged periods of time; adequate speech, hearing, and eyesight required; medium to heavy lifting; bending, stooping, kneeling, crawling, jumping and climbing; the use of fingers, both hands and both arms; the use of both legs; may be required to take offensive and/or defensive action during physical confrontations; ability to discharge a firearm; the ability to operate motorized equipment and/or assigned vehicles; carry, push, pull, drag or hold medium to heavy weight objects; visual acuity and ability to distinguish color.

WORK ENVIRONMENT: Environment consists of indoor and outdoor conditions, some may be extreme; exposure to emergency public safety environment; exposure to emergency and disaster situations; exposure to potentially hostile environments; exposure to dangerous and/or hostile people; animal and human body fluids; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters, exposure to inclement weather conditions; may be required to work in and around heavy vehicles and equipment; possible exposure to noise, dust, grease, smoke, fumes and gases when assisting in emergency calls; possible exposure to hazardous chemicals, high voltage and toxic materials; exposure to waste and infectious diseases; frequent contact with the public.

EEO/AA