

## **DEPUTY SHERIFF**

**JOB CODE:** 4204  
**DEPARTMENT:** Tioga County Sheriff's Office  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** Tioga County Law Enforcement Union (TCLEU)  
**ADOPTED:** 12/17/94; Revised 11/23/99, 09/01, 09/04, 01/13; 10/14 Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER, no term**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine law enforcement work in a Sheriff's Office serving as a highway patrol officer. Work involves responsibility for the enforcement of laws; ordinances; the protection of lives and property in an assigned area during specified periods, and assisting in the investigation of criminal offenses and the apprehension of criminals. Though the work may require direction and oversight of departmental staff on an assigned shift in the absence of a Sergeant, supervision of others is not ordinarily a responsibility of the position. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Conduct routine motor patrols within an assigned area in the County;
- Arrest traffic violators and/or issues summons;
- Service of civil and or family court documents;
- Investigate suspicious activities, complaints, and arrests persons who are in violation of Federal and State laws, as well as local laws and ordinances;
- Investigate reported crimes, and assists in the investigation of serious felonious crimes;
- Transport prisoners to and from courts, penal institutions, and State hospitals;
- Maintain traffic and crowd control during parades, funerals, or other public gatherings;
- Prepare, maintain and forward daily progress reports;
- Make court appearances and provide testimony as required

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Good social and general intelligence; good powers of observation; working knowledge of first aid methods; ability to be fair yet firm; ability to understand and carry out complex oral and written directions; ability to operate an automobile; sound judgment; skill in the use of firearms; physical strength and agility; neatness of appearance; excellent moral character; excellent physical condition.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency or comparable diploma as stated in Section 58 of the Civil Service Law. Candidates must meet physical and agility requirements in accordance with the standards established by the Municipal Police Training Council.

**SPECIAL REQUIREMENT:** Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. Candidates who reach their 35<sup>th</sup> birthday on or before the date of written examination are not qualified except as follows: Candidates may have a period of military duty or terminal leave, up to six years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Driver's license is required at time of appointment and continuously during employment to perform essential duties.

**CITIZENSHIP:** United States citizenship is required.

**RESIDENCY:** Candidates are not required to be a Tioga County resident in order to participate in the examination. Per Tioga County Local Law No. 1 of 2012, the provisions of Section 3 of NYS Public Officers Law which requires a person to be a resident of the county where his or her official function is exercised, shall not prevent a person from being appointed to the title of Deputy Sheriff in Tioga County, providing that such person resides in the State of New York. At time of certification, preference may be given to residents of Tioga County.