

POSITION VACANCY

POSTING DATE:

August 20, 2009

CLOSING DATE:

September 3, 2009

JOB TITLE:

Special Deputy

LOCATION:

Sheriff's Department

TYPE OF POSITION:

Part-Time On-call

SALARY RANGE:

\$9.75/hr

JOB DESCRIPTION:

See attached

ELIGIBILITY REQUIREMENTS: High school diploma or equivalent, one year experience in law enforcement and/or legal procedures or any equivalent combination of accepted education and experience. Act 2 or 120 Certification.

TO APPLY: A, cover letter, and a county application form must be submitted to:

Department of Human Resources
Courthouse - Basement
421 Main Street
Clarion, PA 16214

APPLICATION DEADLINE IS: Thursday, September 3, 2009 by 4:30 p.m.

TO OBTAIN A COUNTY APPLICATION VISIT US AT www.co.clarion.pa.us

Contact Jolene Hartle at the above address or call (814) 226-4000, Ext. 2707,
or e-mail jhartle@co.clarion.pa.us

CLARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

SPECIAL DEPUTY

GENERAL DEFINITION:

This is a routine security and law enforcement position. Duties involve preserving and maintaining the peace and security of the citizens of Clarion County. Duties may involve the transporting of prisoners, service of legal documents such as warrants, protection from abuse orders, civil complaints, executions and other court ordered duties.

Duties are performed under technical supervision and must be in compliance with established procedures. Work may involve exposure to unpredictable conditions and physical hazards. Work may occasionally require utilizing physical effort in restraining and subduing individuals in custody. Deputy is expected to enforce all orders and laws which are authorized to obey all laws and not bring disrespect upon the department.

EXAMPLES OF WORK:

Service of Complaints, Executions, Warrants and other legal documents within and occasionally outside the County. Transporting persons to and from court, hospitals, keeping prisoners in custody and transporting clients/patients for Mental Health. Conducts investigations for various County agencies and of complaints received allegedly unlawful activity. Monitors communications network. Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Ability to learn within a reasonable period of time, the variety of rules, regulations, and measures relating to the service of legal papers.

Ability to enforce rules, regulations, and laws with firmness and impartiality.

Ability to learn and respond effectively to individuals in custody, using accepted department procedures.

Ability to establish and maintain effective working relations with associates and the public.

Ability to understand, carry out and document written or oral instructions according to department standards.

Ability to learn the correct use of firearms and restraining devices.

Ability to attend and pass all required training required by the department. Including but not limited to Act 2, Deputy Sheriff Training Act and all other work related in-service and out-service schooling.

Ability to react quickly and calmly in an emergency, showing decisive leadership.

EDUCATION AND EXPERIENCE:

Education equivalent to completion of the twelfth grade required. Continued education and/or degrees in related fields is encouraged.

One year experience in law enforcement environment providing some knowledge of firearms and/or legal procedures or any equivalent combination of accepted education and experience.

Applicants must have obtained the Act 120 training, known as the Municipal Police Officers Training Act.

Possession of a valid Pennsylvania Motor Operator's license.