



Employee Job Description

Department: Mercer County Sheriff

Position Title: PT Deputy Sheriff

Pay Classification: SD00 (Entry \$20.33/hr.)

Reports To: Sheriff

Date of Job Description Creation/Update: 4/4/2023

Overall Descriptions of the Position:

Assist the Sheriff in all duties performed by the department such as participation in Criminal Procedures, Civil Processing, and work for the Mercer County Courts.

Position Requirements:

- ◆ Minimum Education and/or Experience Required:
 - High school diploma or equivalent
 - Act 120 certification/training or Deputy Sheriff Training Act 2 Waiver Training/Deputy Sheriff Academy or Deputy Sheriff Commission eligibility
 - Ability to complete all Act 57 background checks
- ◆ Valid Driver's License and ability to operate a motor vehicle safely in all weather conditions.
- ◆ Must be at least 21.
- ◆ Ability to handle highly sensitive and confidential issues. Must have the ability to maintain strict confidentiality
- ◆ Must be able to work with professionalism with members of the public to maintain order.
- Must be trained on and be able to perform self-defense and restraining techniques.
- Must have the ability to physically defend self or other in a violent situation
- Must always carry and operate a firearm. Must participate in weapons certification and training on a regular basis.
- Must be trained on and be able to perform the operation and use of restraining devices
- Must be trained in and be able to perform initial first aid services (including CPR) as needed
- Regularly walk, stand or stoop; occasionally lift, carry, push, pull or otherwise move objects weighing up to and over 100lbs.
- Walk, stand, crouch, jump or run on narrow, slippery inclining or erratically moving surfaces
- Stair climbing required

- Sit, squat, and stand for sustained periods of time
- Knowledge and regular use of Microsoft Office Products (Word and Excel, PowerPoint). Ability to quickly learn/adapt to new computer programs/systems
- Ability to work as part of a team or independently in carrying out assigned duties.
- Ability to deal with changing problems and situations and exhibit flexibility in carrying out duties.
- Must complete work in a timely, accurate, and thorough manner and is conscientious about assignments.

Essential Duties:

- ◆ Serve the needs of the Courts daily by providing regular Courtroom security.
- ◆ Transports inmates as needed or ordered by the Courts. Transports include both daily and overnight trips. Transportation duties include inmates confined at the Mercer County Jail and penal institutions throughout the Commonwealth and US.
- ◆ Serve Civil Process to include PFA's (Protection from Abuse Orders), personal property levies, real estate levies, attachment of properties, posting of properties, and all other real actions as directed by civil law.
- ◆ Process Criminal Procedure such as apprehension of fugitives from justice, filing criminal complaints and service of warrants.
- ◆ Provides Courthouse and County owed building Security as needed or required.
- ◆ Works with local police agencies, state police, jail staff, court staff, State board of probation and parole staff, mental health agencies, federal and state agencies, the attorney general's office and other local government offices and agencies.
- ◆ Special Projects as assigned
- ◆ All other duties as assigned

**This document in no way states or implies that these are the only duties to be performed by the employee occupying this position. **

Deadline to Apply: Open Until Filled