



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Deputy Sheriff Corporal**  
Jurisdictional Class: Competitive  
Civil Division: Cayuga County Sheriff's Office  
Adoption: CSM 02/13/2013  
Revised: CSM 09/13/2017, 06/21/2018

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**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances in the County. In the absence of a Deputy Sheriff Sergeant or higher ranking officer, the incumbent oversees administrative operations and supervises Deputy Sheriffs and subordinates. The work is performed in accordance with established policies and procedures under the direct supervision of a Deputy Sheriff Sergeant and Deputy Sheriff Lieutenant. Leeway is allowed for exercise of independent judgment in carrying out the details of the work. Does related work as required.

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

Receives complaints from public concerning crimes and emergencies;  
Patrols areas to enforce laws;  
Investigates crime;  
Arrests violators while performing routine road patrol activity;  
Oversees and participates in the investigations of crimes, accidents and incidents in order to preserve and gather evidence used in criminal proceedings;  
May be assigned to shifts where supervision is needed;  
May be assigned to assist in specialized areas of investigation such as Juvenile, Narcotics, Vice, etc.;  
Prepares and reviews a variety of records and reports associated with law enforcement work;  
May testify in court proceedings regarding criminal activities;  
Serves civil documents within assigned patrol area;  
May be assigned to transport inmates;  
Performs related duties as assigned in accordance with written policy.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough understanding of the Incident Command System;  
Good knowledge of modern principles, practices, and techniques of police work;  
Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances;  
Good knowledge of local geography;  
Good knowledge of the operation of radio equipment;  
Skill in the use of firearms;  
Skill in the operation of a patrol car;  
Ability to learn Sheriff's Office computer systems and skills to become proficient in systems;  
Ability to plan and supervise the work of others;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

**(Continued)**

Ability to apply first aid;  
Ability to deal firmly yet courteously with the public;  
Ability to follow and communicate written and oral directions;  
Good powers of observation;  
Sound judgment;  
Good moral character;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- 2.5 years of permanent competitive class status as a Deputy Sheriff in the Cayuga County Sheriff's Office.

**SPECIAL REQUIREMENT(S):**

- Possession of current valid NYS Driver's License at time of appointment.
- From date of employment, must possess and maintain a valid NYS Driver's License.