



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

JOB SPECIFICATION

Civil Service Title:	DEPUTY SHERIFF
Jurisdictional Class:	Competitive
Civil Division:	County – Sheriff
Adoption: CSM	3/14/90
Revised: CSM	5/9/90, 8/16/06, 11/15/06, 01/12/11, 08/12/15

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. On an assigned shift, an incumbent assists in the investigation of offenses, the apprehension of violators, and conducts routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a higher-ranking officer who gives specific instructions and assistance when special problems arise. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains law and order by patrolling assigned areas to enforce laws, investigates crimes, and arrests violators;
Operates patrol vehicle in assigned area or zone, observing traffic violations, and issuing citations;
Assumes control at traffic accidents to maintain traffic flow, assists accident victims, and investigates causes of accidents;
Notifies superiors of major accidents or crimes, contacting coroners if necessary, and makes preliminary investigations;
Investigates illegal or suspicious activities of persons and quells disturbances;
Locates and takes persons into custody on arrest warrants;
Maintains order in crowds, parades, fairs, funerals, and other public gatherings;
Prepares a variety of records and reports associated with law enforcement work;
Attends court and presents evidence in connection with arrests made or cases investigated;
May transport or escort prisoners between courtroom, correction facilities, and medical facilities;
Answers questions for and directs and assists the public;
Serves civil documents within assigned area of patrol;
During times of emergencies (jail escapes, riots, etc.) may assist in the guarding of inmates and the restoration of order within the county jail;
May occasionally assist Dispatchers in the performance of their duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of modern principles, practices, and techniques of police work;
Working knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances;
Working knowledge of local geography;
Working knowledge of the operation of radio equipment;
Skill in the use of firearms;
Ability to acquire skill in the use of special equipment including police radar and breathalyzers;
Skill in the operation of a patrol car;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:
(Continued)

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

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma (GED) or United States Armed Forces General Education Certificate.

AGE REQUIREMENT:

Candidates must be at least 19 years old to be eligible to take the test. Eligibility for appointment as a Deputy Sheriff begins when the candidate reaches age 20. Candidates who reach their 35th 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 REQUIREMENTS AT TIME OF APPOINTMENT:

- (1) Possession of a current valid New York State driver's license. From date of appointment, must possess and maintain a valid NYS Driver's license.
- (2) Must reside in Cayuga County.
- (3) In order to be eligible for appointment, candidate must meet all current requirements as set by Section 58 of the Civil Service Law.
- (4) Must meet the physical and medical standards as established by Cayuga County.
- (5) Must successfully complete psychological exam.
- (6) Must successfully pass a Sheriff's Background Investigation.

CRIMINAL RECORD:

Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and may bar appointment if the Cayuga County Civil Service Commission determines that the employment of such person is not in the best interest of the department.

TRAINING REQUIREMENTS:

Must satisfactorily complete the Basic Course of Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law within one year of appointment in order to attain permanent status in the position.