

POSITION TITLE: Deputy Sheriff

EXEMPT: No

DEPARTMENT: Sheriff's Office

SALARY: **\$56,471** base starting salary for applicants without certification (Act 2 or Act 120)

\$57,883 for those with certification and less than 5 years law enforcement experience

\$59,330 for those with certification and over 5 years law enforcement experience

LAST UPDATED: 01/2026

SUMMARY:

This position is a first line level, responsible for carrying out orders of the court to include civil, courts, warrants and transportation duties. Performs technical law enforcement work. Work involves extensive responsibility and independent judgment in the enforcement of Pennsylvania law. Sheriff's deputies transport over 13,000 prisoners per year, serve over 10,000 warrants and 45,000 civil matters independently.

This position will require that the member attend an academy recognized by and be certified by the Pennsylvania Commission on Crime and Delinquency, through Deputy Sheriffs' Education and Training Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Efficient operation of division assigned.
- Deputy follows all orders of policy and procedure as given by the supervisor.
- Deputy uses proper control and communication skills with prisoner(s) in his/her charge.
- Deputy must be able to control, restrain and/or detain violent or disruptive individuals using proper defensive tactics.
- Deputy must be able to work independently and make sound decisions to accomplish tasks.
- A professional demeanor must be maintained while dealing with prisoners and/or the public.
- Deputy is aware and uses the chain of command properly. Reports are accurate, complete and filed in a timely manner.
- Deputy follows schedule to accomplish workload.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- All deputies must be able to communicate with written and oral skills.
- Deputy uses work time efficiently.
- Deputy is dressed in the proper uniform which is clean and in good order.
- Deputy maintains good personal hygiene and be physically fit.
- Deputy maintains positive attitude and presents self well.
- A deputy sheriff must maintain a proper and professional appearance at all times.
- Deputy will take proper care of and maintain all equipment.
- Valid driver's license is required: commercial license is helpful.

EDUCATION, SKILLS AND REQUIREMENTS:

High School Diploma Must not have any prior or pending criminal record and/or conviction(s), other than minor traffic/summary violations Must not have any pending civil actions Must be a US citizen, twenty-one (21) years of age Must meet office physical agility test guidelines which are posted on Sheriff's website (You will be notified of testing date)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a deputy to successfully perform the essential functions of this job. While performing the duties of this job, the deputy is regularly required to stand, walk, sit, talk, smell and hear. The deputy is occasionally required to use hands to manipulate, handle or feel objects, tools or controls; reach with hands or arms; stoop, kneel, crouch or crawl. The deputy must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. Physical ability to learn and adapt to proper use of restraints, equipment and firearms. Ability to maintain good physical condition, withstand long periods of time standing and driving. Capable of performing self-defense tactics.

WORK ENVIRONMENT:

The work environment may be working indoors, driving or riding in a vehicle, or working outdoors. While working outdoor it may be hot, cold, raining, snowing or windy. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually moderate. This is a union position.