



DEPUTY SHERIFF

Amenities:

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

Position Summary:

The Northumberland County Sheriff's Office is currently seeking applications to be considered for the position of Deputy Sheriff. The Sheriff's Office is seeking men and women that exhibit characteristics of good character, sound judgment, honesty, reliability and integrity that blend together with a philosophy for community-oriented policing and a strong desire to serve the interest of the citizens of Northumberland County.

Performs a variety of duties in law enforcement work on the County level, consisting of the performance of routine duties of the Sheriff's Office.

An employee in this class reports to the Chief Deputy Sheriff or Sheriff on all matters concerning the receiving and docketing of writs, executions, summons and subpoenas. Work frequently involves the serving of warrants, writs, executions, sales of real estate and personal property, and the serving of court notices, summons and subpoenas. An employee of this class has the ability and power to make arrests and the responsibility to transport prisoners and mental patients.

What You'll Do:

- Receive and dockets writs, executions summons, Court notices and subpoenas.
- Serve warrants, writs executions summons, Court notices and subpoenas.
- Conduct the sale of personal property and real estate.

- Transport prisoners to and from various institutions and Courts throughout the Commonwealth of Pennsylvania and the United States.
- Make required arrests.
- Maintain Courtroom and Courthouse security.
- Monitor prisoners in the holding area.
- Write reports.
- Providing efficient services to the citizens of Northumberland County.
- Perform related work as required.

Job Requirements/Skills & Abilities:

- Knowledge of rules and procedures related to the issuance of legal documents.
- Knowledge of docketing procedures related to the filing of legal documents.
- Knowledge of law enforcement principles, methods and procedures.
- Ability to use and annually qualify with firearms and make appropriate arrests.
- Ability to conduct Sheriff Sales and seizures of property.
- Ability to use discretion and independent judgment in work assignments.

Minimum Training & Experience:

- U.S. Citizen.
- High school graduate recognized by the Commonwealth of Pennsylvania State Board of Education.
- 21 years of age.
- Possess a valid Pennsylvania driver's license.
- Applicants must possess Act 2 certified minimum 760 hours training in the Deputy Sheriffs' Basic Training Program in the Commonwealth of Pennsylvania, and / or MPOETC Act 120.

Employment Category:

- Full-Time
- Non-Exempt

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

The Sheriff reserves the right to reject any or all applications.

