

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Sheriff's Department is in search of:

Part Time Deputy Sheriff

Pay: \$24.64-\$34.10/hour

Duties of the position: The work involves responsibility for the protection of lives, 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. The incumbent may be assigned to assist in the Civil Division with responsibilities that may include serving Income and Property Executions, Eviction Notices, a variety of other Summons and Complaints; making civil arrests, closing businesses, and conducting auctions on foreclosed properties and assisting individuals seeking information regarding civil matters. The incumbent does related work as required. **Duties may be limited based on part time status.**

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan Diploma as described in Section 58 of the Civil Service Law **AND must be certified by New York State as a Police Officer or Deputy Sheriff/Patrol Officer.**

****Part Time Deputy Sheriff is a competitive class position, you must be eligible to reinstate or transfer****

SPECIAL REQUIREMENTS:

1. Candidate must be a citizen of the United States.
2. Possession of a current valid New York State Driver's license.
3. In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law.
4. **Investigative Screening:** As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.
5. **Psychological Evaluation:** As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies

Applications accepted until the position is filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website,
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources
(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
EEO