



**DEPARTMENT OF
HUMAN RESOURCES**

SCOT CHAMBERLAIN, DIRECTOR

518.885.2225

SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

DEPUTY SHERIFF – PART TIME

Saratoga County Sheriff's Office

Salary: \$27.10/Hour *Optional NYS Retirement System Enrollment*

This is an entrance grade law enforcement position in the Sheriff's Office. Responsibilities include providing support and services for the efficient performance of duties in a specified area or assignment within the Office or County, during a designation shift or on a temporary basis. These duties include transporting of prisoners, serving civil processes and court related documents and services, and on occasion, providing security in School Districts, County Buildings, and the Correctional Facility. Work is performed under the general supervision of a higher-ranking officer with considerable leeway for the exercise of sound judgment in normal work situations and in emergencies. Road Patrol is not a requirement of this position. Does related work as required.

Typical Work Activities for this opportunity are... (*Illustrative Only)

- May transport or escort prisoners between courtrooms, correction facilities, and medical facilities;
- Answers questions and general inquiries, and provides direction and assistance to the public;
- May serve summons and complaints which include summons of notices, action of divorces, citations, subpoenas, levy on vehicles, auction of property sales and a variety of other civil/criminal summons and complaints;
- May messenger court and other legal documentation between agencies/locations;
- May on an occasional basis assist in the maintaining of safety and security in School Districts, County Buildings, and the Correctional Facility;
- Performs all assigned duties in accordance with established policy and procedure;
- Prepares a variety of records and reports associated with law enforcement duties.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications:

Must have been appointed and served on a permanent-full time basis, as a Deputy Sheriff or Police Officer within NYS for at least ten (10) years, and must be a member in good standing, meeting the requirements and standards of certification under the Law Enforcement Officer's Safety Act (LEOSA; aka HR218).

SPECIAL REQUIREMENTS:

Candidates must possess and maintain a valid New York State Operator's license.

NOTE: Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and *may* bar appointment.

Qualified candidates may submit an application via the link provided, or in person or by mail:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted thru February 23, 2024 or until the vacancies have been filled

Application is required. Hard copies are available in the Human Resources Office or on our website: www.saratogacountyny.gov
Resume **may not** be substituted for Application. No Fax Submissions.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquiries to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.