

PLEASE POST CONSPICUOUSLY

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**  
**Sheriff Department**  
***Special Patrol Officer – Part Time***  
**\$24.9375/hour**  
**DATED: July 8, 2024**  
**LAST DAY FOR FILING: July 19, 2024**  
**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for maintaining order and providing security in public buildings, schools and courtrooms. Persons employed in this class shall have all the powers of a peace officer, as set forth in section 2.20 of Criminal Procedure Law, when performing the duties of protecting property or persons on such premises. The work is performed under general supervision of the Police Chief or Sheriff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Provides security by standing in and patrolling public buildings;
- Screens individuals entering premises;
- Protects and guards the public, judges, students, and employees, in the designated publicly owned property;
- Physically restrains unruly individuals;
- Escorts judges, juries and witnesses to and from the courtroom;
- Provides general information to visitors on premises;
- Checks to insure that all necessary documents and identification are in order;
- Safeguards public property;
- Provides assistance in emergency situations;
- Maintains and updates records as required;
- Prepares incident reports;
- Distributes and posts appropriate documents and materials;
- May transport client when secure transportation is necessary.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of procedures and practices for protecting and safeguarding buildings and property; good knowledge of the powers of a peace officer; ability to maintain order; ability to perform first aid; ability to exercise judgment and common sense in stressful situations; ability to carry out established security procedures in case of fire, bomb threat or other emergency situations; ability to observe detail, remember facts and information, and evaluate situations; ability to understand oral and written instructions and apply information, rules, regulations and procedures to specific situations; ability to prepare brief written communications; ability to communicate information orally to the public, or related personnel; ability to use self-defense, restraint techniques and security equipment.

**MINIMUM QUALIFICATIONS:** Retired member of a police or sheriff's department, or division of state police, or retired former corrections, parole or probation officer.

**SPECIAL REQUIREMENT:**

1. Possession of an appropriate level New York State driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.
2. Successful completion of a background investigation and psychological test will be required following conditional offer of appointment.
3. Incumbents in this position are required to reside within the County of Otsego at all times during their employment in this title pursuant to Public Officers Law § 3-b.

**SPECIAL REQUIREMENTS TO CARRY OR POSSESS FIREARMS:**

Special Patrol Officers may not carry or possess firearms while on duty unless authorized to do so by the Appointing Authority and a license has been issued pursuant to §400.00 of Penal Law (§2.10.37 of Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)