



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website: Chqgov.com

SPECIAL PATROL OFFICER

Seasonal Full-Time @ 40 Hours/Week (10 Month position)

Salary is \$32.85/Hour

No Benefits

Chautauqua County Office of the Sheriff is actively seeking qualified applicants to fill an anticipated Special Patrol Officer position in the Clymer Central School District. This position is seasonal full-time, 40 hours per week at \$32.85/hour, for 10 Months per year.

This position is being filled on a Provisional basis, pending the outcome of a future dated exam in this title, from all approved applications that are received for this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below* and **MUST** submit an application via the Chautauqua County online portal at: www.chqgov.com click on "Employment."

Application deadline is May 19, 2025.

Equal Opportunity Employer

SPECIAL PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining order and providing security in public buildings and schools. 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;
Protects and guards the public, students, and employees, in the designated publicly-owned property;
Physically restrains unruly individuals;
Provides general information to visitors on premises;
Checks to ensure 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: 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 judgement 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: Must be a retired member of a police or sheriff's department, or division of state police, or retired former corrections, parole or probation officer.

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 Section 400.00 of Penal Law (Section 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.

NOTE: Employment in this classification is defined and authorized by Section 209-v. of New York State General Municipal Law.

Posted: April 28, 2025