

POSITION: DEPUTY SHERIFF I

POSTING# 4012-0418jhm

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: Deputy Sheriff I - Judicial

Posting# 4012-0418jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: SFO CERTIFICATION and POST entrance exam score results OR POST LEO CERTIFICATION
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 34 – 37 \$18.71 - \$20.09 Hourly \$1,496.40 - \$1,606.82 Bi-weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: April 19, 2018

CLOSING DATE: Continuous Recruitment

***All applications received by May 3, 2018** will be screened by the HR Office.

Those applicants meeting the specified qualifications will be referred to the Sheriff's Office for further testing. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general supervision of a Sergeant-Enforcement, perform court security services and/or assigned law enforcement activities.

DUTIES INCLUDE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Transport inmates and/or criminals to the Utah County Security Center (jail) or the courts.
2. Provide security for the Judge and individuals in the court room including observing, arresting, and detaining persons who may pose a threat to judges, personnel, and the public.
3. Provide security for court facilities including Provo Judicial Center and Juvenile Court by monitoring alarm systems, patrolling interior and exterior of facilities, monitoring building entrances using a computer, monitoring video surveillance cameras, alerting the roving deputy as needed, and reporting safety and security hazards.
4. Respond to emergency situations and provide CPR and First Aid.
5. Screen all persons entering the court for weapons and contraband including using a magnetometer.
6. Oversee bailiffs and other security personnel when requested and perform functions of bailiff as needed.
7. Open court sessions and conduct court support activities including summoning each case, announcing case and name of defendant, and maintaining records including the number of cases on each docket.
8. Record court papers to be served including summons, order to show cause, subpoenas, warrants, take in custody, and all other due process in a timely manner.
9. Serve civil warrants and court papers including summons, order to show cause, subpoenas, and serve felony and misdemeanor warrants at assigned facilities as required by federal, state, and local statutes.
10. Make warrant and warrantless arrests at assigned facility or as required.
11. Assist in training new personnel.

DUTIES (continued)

- 12. Respond to questions, complaints, and requests for assistance from the public.
- 13. Prepare various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and policy and procedure requirements.
- 14. Coordinate activities with other divisions, departments, and outside agencies.
- 15. Appear in court and before other quasi-legal bodies and gives testimony regarding investigations, arrests, and other information.
- 16. Provide security for county facilities including the state and county regional government complex as needed.

EVALUATION AND SELECTION FACTORS INCLUDE:

- Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of the Code of Conduct for a Utah County Deputy
- Knowledge of civil and criminal law and regulations pertaining to court procedures
- Skilled in the use of firearms and police equipment
- Skilled in reading, writing, and basic math
- Skilled in word processing, data entry, and basic programs
- Skilled in analytical problem solving
- Skilled in document composition and maintaining files, records, and reports
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to defuse or control hostile situations
- Ability to make rapid and sound decisions and solve problems under pressure
- Ability to communicate effectively verbally and in writing
- Ability to coordinate multiple tasks efficiently

REQUIREMENTS FOR EMPLOYMENT:

- 1. High school diploma or equivalent
- 2. Successful applicants must be one of the following: Utah Law Enforcement Officer (LEO) certified or Special Functions Officer (SFO) certified. Applicants with Special Functions Officer certification would need to obtain Law Enforcement Officer certification by the end of the probation period. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

Candidates will be notified of testing information via email. Please make sure your email address is accurate on your application. Watch your email for additional information. There will be no other form of notification!!

To be considered for this position, you must submit:

- Utah County Employment Application, version 9/2015
- Proof of being Utah Law Enforcement certified, certifiable or enrolled in a POST training class
- College transcripts and/or diploma to receive credit for college - internet printouts and photocopies are acceptable
- POST entrance exam score results, NPOST test scores

An eligibility list will be created from this recruitment using three elements:

- POST entrance exam
- Written/Video
- Oral Interview

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.