

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# 4012-0118jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: POST LEO CERTIFICATION or proof of enrollment in a POST LEO course and POST entrance exam score results
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 31 \$16.91 - Step 37 \$19.46, \$1,353-\$1,557 Bi weekly plus benefits package
Step increase available after completing probation and annually thereafter.

OPENING DATE: December 7, 2017

CLOSING DATE: January 2, 2018

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, performs court security services and/or assigned law enforcement activities. This is the entry level classification for a certified Law Enforcement Officer within the Sheriff's Office.

DUTIES INCLUDE: Transports inmates and/or criminals to the Utah County Security Center (jail) or the courts. Provides 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. Provides 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. Responds to emergency situations and provides CPR and First Aid. Screens all persons entering the court for weapons and contraband including using a magnetometer. Oversees bailiffs and other security personnel when requested and performs functions of bailiff as needed.

EVALUATION AND SELECTION FACTORS INCLUDE:

Basic Knowledge of: psychological and sociological conditions and issues related to human development and criminal behavior; the Code of Conduct for a Utah County Deputy; civil and criminal law and regulations pertaining to court procedures.

Skill in: the use of firearms and police equipment; reading, writing, and basic math; word processing, data entry, and basic programs; analytical problem solving; document composition and maintaining files, records, and reports.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; defuse or control hostile situations; make rapid and sound decisions and solve problems under pressure; communicate effectively verbally and in writing; coordinate multiple tasks efficiently.

EDUCATION AND EXPERIENCE: High school diploma or equivalent and successful completion of Law Enforcement Officer certification requirements as established by POST (The Utah State Peace Officer Standards and Training Certification agency). **PREFERENCE MAY BE GIVEN TO THOSE CURRENTLY POST CERTIFIED, CERTIFIABLE or CURRENTLY IN A POST TRAINING PROGRAM.** 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

LICENSURE/CERTIFICATIONS: Incumbents must possess or obtain Law Enforcement Officer certification through P.O.S.T. (the Utah State Peace Officer Standards and Training Certification Agency)

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 Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

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

- POST entrance exam
- Written/Video
- Oral Interview

Dates for testing:

- Written/Video testing - Mon. Jan. 8 or Tues. Jan. 9, 2018
- Oral Interviews - Wednesday, January 17 **or** Thursday, January 18, 2018