

*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 - ENFORCEMENT**

Posting# 4016-0315jhm

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required certifications

**STARTING SALARY: Step 42 \$21.43 per hour, \$1,714 Bi-weekly plus benefits package**  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** March 5, 2015

**CLOSING DATE:** March 19, 2015

*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 field Peace Officer duties at the full-performance level. Incumbents may be assigned to Investigations, Patrol, Emergency Services or Judicial Services.

**DUTIES INCLUDE:** Enforces federal, state, and local laws and performs arrests for criminal activities; serves criminal warrants as required by federal, state, and local statutes. Responds to questions, complaints, and requests for assistance from the public; performs CPR and administers first aid. Prepares various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and procedure requirements. Coordinates activities with other divisions, departments, and outside agencies. Makes public presentations on crime prevention, safety, and emergency preparedness.

### **Additional Responsibilities May Include:**

Performs and/or instructs in various speciality capacities as assigned such as Bomb Technician, Traffic Accident Investigator, School Resource Officer, JCAT, SWAT, K9, Animal Control Officer, Firearms, Emergency Vehicle Operations, RAD Kids and other speciality assignments.

### **EVALUATION AND SELECTION FACTORS INCLUDE:**

**Considerable Knowledge of:** criminal law, civil law and court procedures; geography of Utah County.

**Skill in:** the use of firearms and police equipment including emergency vehicles, intoxilizer, field sobriety tests, and radar equipment; interviewing techniques; word processing and other basic software applications; reading, writing, and basic math; crime scene analysis techniques; giving presentations and instructing others.

**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; maintain files, records, and reports; coordinate multiple tasks efficiently; create and organize lesson plans. Incumbents may be required to possess or acquire additional knowledge, skills, and abilities specific to functional areas of assignment and/or specialty assignments.

**REQUIREMENTS FOR EMPLOYMENT:** High school diploma or equivalent and three (3) years of work experience in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer. Related completed degrees beyond high school will also be considered in meeting up to one (1) year of the three (3) year experience requirement. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



**LICENSURE/CERTIFICATIONS:** Applicants must possess a valid driver's license and obtain a valid State of Utah Driver's License within sixty days of employment. Applicants must possess either current Utah Law Enforcement Officer or Corrections Officer certification to compete for selection to a position in this classification. If selected, applicants qualifying with Corrections Officer certification must obtain Law Enforcement Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency) during the probationary period for new hires or during the trial period for promoted County employees. County employees being reassigned or transferred to this classification must possess Law Enforcement Officer certification upon reassignment or transfer. Incumbents are required to maintain certification through P.O.S.T. and successfully complete other required annual training including but not limited to firearms and Emergency Vehicle Operation training.

**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.

### Application/Examination

Candidates will be notified of testing information via email. Please list the email address you would like to use on your application. Remember to 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 9/13
- College transcripts and/or diploma to receive college credit - internet printouts and photocopies are acceptable
- Supplemental Questionnaire
- Copies of special certificates and valid certifications ( do not submit original documents you wish to retain)
- POST Certification - Utah Law Enforcement (Basic) and/or Utah Correctional Officer Certification

The testing process may include: Supplemental Questionnaire (20%), Written Examination (20%), Practical Scenario (30%) and Oral Board (30%). More detailed information including your specific time, location, and instructions will be provided via email at a later date.

**Testing Dates:**

Written Exam: a passing score of 70% is required to participate in interview and scenario      March 25 or 26

Oral Board Interviews and Practical Scenario      April 7, 8 or 9

Failure to satisfactorily demonstrate that you fully meet the employment requirements will result in disqualification. *Faxes will not be accepted.* Hand delivery, U.S. Mail or e-mail is acceptable. The Personnel Office will not pull or copy documents from employee files or previously submitted applications. Information must be received by 5:00 P.M. on the closing date - *postmarks will not be accepted.* The Personnel Department will screen applications for minimum qualifications. NOTE: If you are currently a Utah County Corrections Specialist and are selected for a Deputy III position prior to obtaining three years certified Corrections experience, you may not meet the requirements to be eligible to test for Sergeants-Corrections in the future. Refer to Sergeant-Corrections job description for further information regarding job requirements.