

POSITION: DEPUTY SHERIFF II

Posting # 4024-1118jhm

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 II – 5 positions available

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***May underfill as Deputy Sheriff I #4012 ***

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure – POST -LEO or SFO certification

STARTING SALARY: Grade 507-Step A-\$20.53-Step G-23.61 per hour, \$1,642-1,889 Bi weekly

#4012-Deputy Sheriff I - Grade 505-Step A \$18.70-Step G-\$21.51 per hour, \$1,496-\$1,721

Salary will be determined upon experience and or education

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

OPENING DATE: November 7, 2018

CLOSING DATE: Continuous Recruitment

All applications received by November 21, 2018 will be screened by the HR Office. Those applications meeting the specified qualifications and additional screening criteria, will be referred for a hiring interview. The HR Office will continue to consider qualified candidates, as needed, until all positions are 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. **Refer to Utah County website for job description for Deputy Sheriff I #4012 – www.utahcounty.gov**

DUTIES INCLUDE:

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.

DUTIES (CONT.)

10. Make warrant and warrantless arrests at assigned facility or as required.
11. Assist in training new personnel.
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.
17. Assist with supervisory duties in the absence of the assigned supervisor.

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
- Knowledge of geography of Utah County
- 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: Bachelor's Degree in Psychology, Sociology, Education, Criminal Justice, Communications or any social science field OR four (4) years of certified law enforcement work experience. Equivalent combinations of education and experience that will also be considered are an Associate Degree in Psychology, Sociology, Education, Criminal Justice, Communications or any social science field plus two (2) years of certified law enforcement work experience. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.** Refer to Utah County website for job description for Deputy Sheriff I #4012 – www.utahcounty.gov

LICENSURE/CERTIFICATIONS: Selected applicants must possess Utah Law Enforcement Officer certification or obtain it through P.O.S.T. (the Utah State Peace Officer Standards and Training Certification Agency) during the probationary period for new hires, the trial period for county employees promoted into this classification through a competitive recruitment process, or the first six months in the classification for county employees selected from a register for reassignment or transfer into the classification. Said probation or trial period shall not exceed one year. County employees being reassigned or transferred without being on a register or those promoted through career ladder advancement must possess Law Enforcement Officer certification upon reassignment, transfer or career ladder promotion.

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.