

## **Deputy Sheriff**

The Burleigh County Human Resource Department will be accepting applications from **January 1, 2010**, for the position of Deputy Sheriff in the Sheriff's Department. This position is full-time with benefits; including uniforms (outerwear and footwear) and equipment provided.

**Salary Grade:** 7 (Nonexempt)

**Starting Salary:** \$17.73 - \$19.95/hour

**Type of Recruitment:** Internal/External

**Job Summary:** Is responsible in an assigned district for general police work; prevention and detection of crime; the protection of life and property; and routine tasks in accordance with rules and regulations, under supervision of the Sheriff and immediate supervision of a superior deputy.

### **Minimum Qualifications:**

- Requires a high school diploma or General Equivalency Diploma (GED).
- Requires an Associate's degree (or 60 semester hours of college credit) with a GPA of 2.0 or better from an accredited college or university validated by transcripts;
  - OR a combination of semester hours of college credit and credit hours earned with a POST Certification equivalent to 60 semester/credit hours;
  - OR a graduate of a military police or a military corrections academy;
  - OR 3 (three) years experience as a law enforcement officer;
  - OR 5 (five) years experience as a corrections/detention officer.
- Requires applicant to have passed the Law Enforcement Exam with a score of 75 percent or better.
- Testing information is available by calling 701-328-5046 (North Dakota Job Service) or 701-222-6669 (Burleigh County Human Resources) or go to <http://www.co.burleigh.nd.us/employment/>, go to the Human Resource or Sheriff's Department links for exam information.
- Requires applicant to have a valid North Dakota Class D driver's license with no serious traffic violations, misdemeanors and/or felony convictions or must be able to obtain a North Dakota Class D driver's license.
- Preference will be given to applicants who have completed the Law Enforcement Academy, CPR, or First Aid training.
- Successful completion of the interview process, reference checks, required to pass a physical and psychological exam, and standard background and criminal record checks to determine knowledge, skill, and abilities to perform Deputy Sheriff duties and responsibilities.

### **Additional Knowledge, Skills and Abilities:**

- Skills to communicate, verbally and written and must be able to read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.

### **Duties and Responsibilities:**

- Affects an arrest, pursue fleeing suspects, and effectively restrain a suspect with restraints, forcibly if necessary.
- Operate a law enforcement vehicle in a variety of weather related conditions and during emergencies. Perform rescue operations at accidents, emergencies and disasters.
- Load, unload and fire agency firearms under conditions of stress and justifiable circumstances.
- Gather information in criminal and administrative investigations by interviewing and obtaining statements of victims, witnesses and/or suspects. Determine reasonable suspicions to detail and determine probable cause to search and arrest when necessary.
- Prepare investigative reports and communicate effectively with other law enforcement officials, court officials and members of the public.
- Perform searches of people. This may include inspecting unclothed suspects and/or inmates, which may include exposure to body fluids and wastes. Perform searches of vehicles, mail items, and objects capable of concealment, detect and collect evidence.
- Transport and escort prisoners, detainees and committed mental patients, using appropriate restraints.
- Performs other duties as required.

### **Working Environment and Conditions:**

- Applicant must have the abilities to perform the essential functions, with or without accommodation which may include but not limited to: lifting, extended walking, carrying and dragging objects, climbing up to and down from elevated surfaces, climbing through openings, jumping over obstacles and using body force to gain entry.

### **How to Apply:**

- Applications must be submitted on a Burleigh County Application for Employment form along with a resume, college transcripts (if applicable), three professional references, a cover letter with a written summary that clearly explains how the applicant's work experience is related to the description of essential duties and responsibilities, minimum qualifications, and level of work experience for the position; a copy of the Law Enforcement Exam Certificate with a score of 75 percent or higher, copies of certificates received for Peace Officer Academy, Corrections Officer Basic Training, military training academy, any copies of

first aid training certificates and documentation of law enforcement POST /corrections training hours (if applicable) to: **Burleigh County Human Resources, 221 N 5<sup>th</sup> St., PO Box 5518, Bismarck, ND 58506.**

- Telephone number: (701) 222-6669. Fax Number: (701) 221-3395. Email: [ajhorner@nd.gov](mailto:ajhorner@nd.gov).
- Application forms and benefit information is available through the Burleigh County Human Resource Department or may be downloaded from the Internet at the following address : <http://www.co.burleigh.nd.us/employment/>
- If claiming Veteran's Preference or Spouses Veteran's Preference, as described in North Dakota Century Code ch. 37-19.1, please submit proof of eligibility form DD-214 with the application. People who may need additional job information or may require accommodation or assistance with the application or interview process should contact Burleigh County Human Resources at 701-222-6669.

**Equal Opportunity Employer:**

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.