



COUNTY OF ST. CLAIR



HUMAN RESOURCES DEPARTMENT ANNOUNCES THE FOLLOWING JOB OPPORTUNITY:

REQUISITION NUMBER: 11-051
TITLE: Deputy
DEPARTMENT: St. Clair County Sheriff – 1170 Michigan, Port Huron
WAGE RANGE: \$38,373 Annually
HOURS: Full Time
APPLY BETWEEN: July 20, 2011 through and including August 2, 2011.
OTHER INFORMATION: Open to Sheriff Department Employees POAM members and the Public.

- *The Sheriff Deputy position is recruited once each year. Current and future vacancies that occur over a twelve month calendar period will be filled from the eligible candidate hiring list created from this posting according to funding and budget approval.*

GENERAL STATEMENT OF DUTIES:

To perform responsible law enforcement and investigation work; to maintain law and order throughout the County; to investigate complaints and provide assistance as required; to perform necessary record keeping work and assist in servicing civil papers; to assist in office functions at the County jail; and to perform related work as required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

Reasonable knowledge of the roads and principal locations in the County.

Reasonable knowledge of driving rules and regulations and of pertinent state and local laws and ordinances.

Ability to prepare accurate written records and reports.

Ability to act quickly in emergencies.

Skill in the use of firearms.

Ability to work effectively with other employees and the general public.

Good physical condition, which shall mean the ability to apprehend, subdue and control individuals who require physical intervention.

AN EMPLOYEE IN THIS CLASS, UPON APPOINTMENT, MUST HAVE THE FOLLOWING TRAINING AND EXPERIENCE:

Graduation from an accredited high school.

Must possess M.C.O.L.E.S. Certification or one year graduate provisional certification from an approved M.C.O.L.E.S. Academy or College or be certifiable.

- A person who is "**certifiable**" is one who has attended and successfully passed an MCOLES recognized police academy and is now able to seek employment as a licensed law enforcement officer.
- A person who is "**certified**" is an individual who has already become employed as a licensed law enforcement officer. Once an individual becomes employed as a law enforcement officer, with full authority to enforce the criminal laws of the state of Michigan, they have then completed the licensure process.

Reasonable work experience which would indicate dependability, maturity and ability to exercise good judgment. Must have a valid driver's license and be at least 21 years of age.

INTERNAL POSTING: C/D and Professional Employees POAM current labor agreement section 17.8 states: "Full time Corrections Deputies who wish to test for Deputy positions must be minimally qualified. Minimally qualified shall mean that prior to the career change or promotion test the Corrections Deputy has passed the two (2) part MCOLES pre-academy entry test and possesses the required certification card from the Michigan Council on Law Enforcement Standards and has completed two (2) years of full time service with the Sheriff's Department."

SPECIAL NOTICE TO APPLICANTS: *When submitting an application and/or resume please be sure to include evidence that the minimum required qualifications are met (copies of degree, certifications, and/or training, description of relevant experience, etc.).*

The applicant must include the requisition number from the title line on any application or resume submitted to insure the application is properly designated and processed. If the requisition number is not included, the applicant assumes full responsibility should the application or resume not be attributed to the desired position.

An Equal Opportunity Employer

Apply on-line at: www.stclaircounty.org

**St. Clair County Human Resources Department
200 Grand River Avenue, Suite 206, Port Huron, MI 48060**

Phone: 810-989-6910 ~ Fax: 810-966-2904

Email: HRRecruitment@stclaircounty.org

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