



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Deputy Sheriff DATE OPENED: 10/11/2016

DEPARTMENT: Sheriff's Office CLOSING DATE: 11/08/2016

If you have any questions about this position vacancy, call: (406) 758 - 5592.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: AFSCME - Sheriff

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 24.54 per Hour

SALARY AT:

1 YEAR STEP: \$ 25.00 per Hour

3 YEAR STEP: \$ 25.50 per Hour

5 YEAR STEP: \$ 26.82 per Hour

TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO YES _____ = _____ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

*This job posting will be used to fill current vacancies as well as establish a hiring list for possible future openings.

*Longevity pay will be paid monthly after completing the first year at the rate of 1% of your base pay for continuous years of service.

*Please see complete posting for detailed instructions on testing and application requirements. (This posting has 6 pages)

*A completed Deputy Sheriff POST application must be submitted by the deadline to be considered.

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center

427 First Avenue East

Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalispelljsc@mt.gov. Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS FOR DEPUTY SHERIFF

Required Knowledge, Skills and Abilities

Applicant must have good oral and written communication skills coupled with computer literacy, including typing. The ability to learn quickly, solve problems and good judgement while acting under pressure is mandatory. Applicant must have acute observational skills, be self-motivated and assertive. Integrity and good interpersonal skills are imperative.

Special Qualifications

1. Applicant must be at least 18 years of age to be hired. There is no maximum age limit.
2. Applicant must have a high school diploma or equivalent.
3. Applicant must be in possession of a valid driver's license and able to obtain a Montana driver's license before hiring date. A poor driving record as evidenced by accident(s) in which the applicant is at fault or driving citations are grounds for disqualification.
4. Must be a citizen of the United States and in possession of a social security card.
5. All applicants who have been convicted of a criminal offense may be disqualified. A habitual law violator will also be disqualified. Circumstances surrounding all arrests and convictions will be carefully considered and evaluated in determining the fitness of the candidate for employment. Conviction of a felony will be grounds for automatic disqualification.
6. Indebtedness may be grounds for disqualification when the indebtedness is considered as evidence of an individual's lack of character or good judgment.
7. Applicants must have skill in the use of various office machines and be able to type proficiently.

Investigation of Applicant

Each applicant must sign and complete the form titled, "Disclosure and Authorization Regarding Background Investigation", waiving any objections to a full investigation of their past by the Flathead County Sheriff's Office. **Applications received without this waiver will not be considered.** This form is included with the Deputy Sheriff POST application which can be found at http://flathead.mt.gov/human_resources/jobs.php.

Examination Requirements

- All applicants must successfully pass written, physical fitness, and drug tests. The procedure for the physical fitness test is attached. The "Waiver of Responsibility" form must be included in your application, even if you have successfully passed the physical fitness test within 6 months. **Applications received without this form will not be considered.** This form is included with the Deputy Sheriff POST application which can be found at http://flathead.mt.gov/human_resources/jobs.php.
- The MPAT physical test may be waived for those individuals who have successfully completed the test within the past six months. To do this they must bring the test results on official letterhead to the written exam.
- All applicants except those who are currently POST certified must take the written test.

IMPORTANT TESTING INFORMATION

All applicants except those currently POST certified must pass the written exam. The physical test (MPAT) will be waived for individuals who have successfully passed the test within the past six months. Applicants wishing to waive the physical test need to bring their test results from the agency they tested with to the testing site. The test results need to be addressed on official letterhead to:

Flathead County Sheriff's Office
920 S. Main Street, Suite 100
Kalispell, MT 59901

ALL applicants are required to check in Wednesday, November 16, at 7:30 a.m. at the South Campus building located at 40 11th Street West, Suite 200, Kalispell, MT. The written test starts promptly at 8:00 a.m. Applicants will not be allowed to enter the test room after this time.

The MPAT physical will be given after the written test at the Northwest Shooter located at 32 Western Village Lane, Columbia Falls, MT (Two miles north of Glacier International Airport) at 1:00 p.m. Applicants should bring athletic attire and a place will be available to change clothing.

Interview times will be assigned after completion and screening of applicants who successfully complete the required testing process.

This is the only notice of testing dates you will receive.

- Make appropriate judgments of needed actions for a wide variety of situations, including legal jurisdiction for interventions, and adapt responses according to established departmental policy, criminal codes, ongoing training, conditions, and specifics of a situation. Use sound, professional judgment and rely on training and common sense to request assistance of other law enforcement officers, public health or safety officials, emergency medical personnel and/or medical examiners staff.
- Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.

Non-Essential Functions:

- Attend workshops, law-enforcement seminars, and educational sessions to keep updated on policing strategies, changing laws, and crime trends affecting the County to best serve the community in protecting life and property.
- Coordinate community outreach events and public education programs to foster community relations and to promote a safe community committed to problem solving and respect for the law.
- Perform other duties as assigned including assisting in special operations, attending meetings and conferences, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequent standing, sitting, bending, stooping, twisting of waist, side-to-side turning of neck.
- Fine finger dexterity to operate keyboards, weapons, and writing materials.
- Must give verbal commands in a loud, clear, understandable voice, have excellent vision and hearing.
- Ability to physically subdue a person.
- Work outside in varying temperature.
- Work in rough and uneven terrain.
- Exposure to criminals and danger.

Supervision Exercised: The position does not regularly supervise other employees.

Knowledge, Skills, and Abilities:

The job requires knowledge of the principles, practices, and techniques of law enforcement; the laws, rules, and regulations enforced by the department; the geography and topography within the County jurisdiction; modern procedures and methods employed in crime detection and investigation; court procedures in criminal and civil trials; criminal behavior patterns and the social factors underlying criminal behavior; first aid methods and their applications; and the use and care of firearms.

The job requires skill in active listening, speaking, critical thinking, social perceptiveness, negotiation, judgment, and decision making while interacting with the community in often tense and volatile situations. Skill in subduing individuals in a physical confrontation bearing duty equipment; safely operating light-duty passenger vehicles and vans; and keyboarding are also required.

This job requires the ability to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper course of action; to cope with stress situations firmly, tactfully, and with respect to individual rights; problem-solve; to read, understand law ordinances, rules, and regulations; to observe and remember details; to communicate clearly, verbally, and in writing with proper grammar, syntax, punctuation, vocabulary, and spelling.

Education and Experience:

This job requires education and experience equivalent to a high school diploma or a GED certificate.

The job requires a valid Montana driver's license, or eligibility to gain one, and a good driving record. Incumbent must successfully complete the Montana Law Enforcement Academy and meet the other statutory qualifications in M.C.A. 7-32-2104.

Montana P.O.S.T. certified desired but not required.

Action	Date	Reference
Adopted	05/19/2016	Commissioners' Minutes