



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b>	Deputy Sheriff – Professional Development	<b>NEW:</b>	<u>X</u>	<b>REVISED:</b>	_____
				<small>(Please check one)</small>	
<b>REPORTS TO:</b>	Sergeant	<b>FLSA:</b>	Non-Exempt	<b>DATE:</b>	01/20
<b>DEPARTMENT:</b>	Sheriff	<b>JOB CODE:</b> 201			

### **SUMMARY:**

Under general supervision of a Sergeant or other designee, performs various duties related to the recruiting, hiring, and retention of personnel for the Boone County Sheriff’s Department. These activities will be performed with the purpose of achieving staffing objectives and goals that align with the Boone County Sheriff’s Department’s mission statement and vision.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Assists in the design and implementation of the department’s overall recruiting plan.
- Assists in identify hiring needs, evaluating the selection process, and developing retention goals and plans.
- Attends career fairs and other recruiting events to market the Boone County Sheriff’s Department and highlight employment opportunities.
- Visits law enforcement academies, career centers, schools, and other groups to provide presentations about the Boone County Sheriff’s Department and the employment opportunities available within the department.
- Sources and attracts prospective candidates for employment using social media, databases, advertisements, etc.
- Conducts interviews using various reliable recruiting and selection tools/methods to filter candidates.
- Assesses candidates’ relevant knowledge, skills, experience, and aptitude to appropriately guide them in applying for a position.
- Acts as a point of contact and build influential candidate relationships during the selection process.
- Regularly observes and interacts with employees, supervisors, and department administration to maximize retention.

- Develops and maintains contacts within the law enforcement, detention, and corrections communities, as well as schools and other public organizations to market the Boone County Sheriff's Department.
- Coordinates communication with applicants throughout the screening process, including answering questions in a timely manner, aiding applicants in gathering required documents and addendums, and facilitating the completion of applicant testing.
- Assists in the scheduling throughout each hiring process (e.g., exams, oral boards/interviews, computer voice stress analysis (CVSA) testing, etc.)
- Administers pre-employment assessments and interviews.
- Securely maintains records regarding selection processes and applicants.
- Maintains recruiting files and information within applicant databases and/or tracking systems as needed.
- Exercises proper discretion in the handling of confidential or protected information.
- Assists in the development, selection, and acquisition of recruiting and selection materials.
- Generates and disseminates analytical reports to appropriate personnel.
- Utilizes current best practices related to recruiting, selection, and retention.
- Conducts thorough pre-employment background investigations.
- May occasionally performing enforcement duties or working in the Boone County Jail.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of the principles and practices of law enforcement.
2. Knowledge of the powers, duties, functions, jurisdiction and responsibilities of the Sheriff's Department.
3. Knowledge of the criminal justice system in the State of Missouri and Boone County.
4. Basic knowledge of EEOC regulations, Affirmative Action requirements, ADA guidelines, laws pertaining to criminal history reports, as well as other federal and state employment regulations.
5. Advanced knowledge and experience directly related to working within the Boone County Sheriff's Department's Enforcement and/or Detention Branches.
6. Advanced knowledge of the principles and practices of personnel management particularly as they relate to applicant recruiting, selection procedures, and employee retention.
7. Advanced knowledge of principles and practices of confidentiality.
8. Advanced knowledge of research methods and procedures necessary to the completion of comprehensive background investigations.
9. Advanced knowledge of personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Office products.
10. Ability to learn and interpret laws, ordinances, and regulations, especially those governing the recruiting, selection, and retention of employees.
11. Ability to effectively conduct a comprehensive interview to secure complete and accurate information and to report all relevant facts objectively and without bias.
12. Ability to maintain a professional demeanor and act with considerable discretion and patience in conducting background investigations.

13. Ability to organize and communicate clearly, concisely, and accurately, both orally and in writing.
14. Ability to effectively and efficiently communicate with people from all cultural, social, economic, and diverse backgrounds in varying situations.
15. Ability to establish and maintain effective working relationships with employees, other agencies, those contacted in the performance of assigned duties, and the public as necessary.
16. Ability to prioritize workload; meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.
17. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.
18. Ability to travel and safely operate a vehicle as needed; however, travel outside of mid-Missouri is limited.
19. Ability to follow instructions when furnished in written, oral, or diagram form.
20. Skill in organizing, scheduling, reviewing work, and efficiently managing time.
21. Skill in defensive and emergency driving.

**PHYSICAL DEMANDS:**

Most of the work is performed in a professional office setting and is generally sedentary; however, travel is often required for recruiting and hiring activities. Must possess vision to read printed materials and a computer screen; as well as hearing and speech abilities to communicate in person and over the telephone.

Must have the ability to: react to physical confrontations and emergency situations quickly and effectively; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions; perform multiple physical tasks simultaneously; drive an automobile; qualify with a department authorized firearm and defensive weapons; wear required uniform articles and safety equipment for extended periods of time; wear and use a respirator; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils; FREQUENT keyboarding, side-to-side turning of neck, walking, standing, bending, and stooping, pushing/pulling, twisting at waist, squatting, kneeling, reaching above shoulder height; occasional moderate grasping to manipulate objects; moderate wrist torque to twist equipment knobs and dials; OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing up to 50 lbs. and transporting over significant distances as needed.

Must be able to safely operate an automobile.

**WORK ENVIRONMENT:**

This position primarily operates in a professional office environment and requires the wearing of a department uniform or appropriate office attire. At times, the position will be required to work in the field while traveling, conducting interviews, and conducting background investigations so the environment is ever changing.

This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, hand-held recording devices, filing cabinets, fax machines, etc. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; risk of civil litigation due to the performance of duties.

Work may be performed in various settings and weather conditions (e.g., extreme temperatures and precipitation).

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

**MINIMUM QUALIFICATIONS:**

High School diploma or equivalent; 21 years of age or older; clear criminal record excluding minor traffic violations; visual acuity of at least 20/200 correctable to 20/20 in both eyes; must possess a valid Missouri operator's license at time of appointment.

No marijuana possession or use in the past two (2) years, and no other illegal drug use or possession in the past five (5) years. Must pass a pre-employment drug screen. Must be able to type a minimum net score of 35 WPM.

Applicants must be a POST certified member of the Enforcement Branch or a Detention Officer assigned to the Detention Branch and may not be on new hire probation or disciplinary probation at time of application. Depending on their assignment, applicants must meet the minimum qualifications for Deputy Sheriff or Detention Officer.

Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

**PREFERRED QUALIFICATIONS:**

Experience working in Human Resources or law enforcement.

Experience conducting investigations with preference being experience conducting background investigations.

Experience with recruiting and/or marketing.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.*