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Human Resources

82 North 100 East

Suite 204

Cedar City, UT 84720

P 435-477-8335

Opening Date: May 23, 2019

Closing Date: June 23, 2019

NOTICE OF HIRING ROSTER

Iron County is accepting applications to create a HIRING ROSTER for employment as a PATROL DEPUTY with the Iron County Sheriff's Office. This roster can be utilized for a period of 18 months.

Please note we DO NOT currently have vacancies. However, we will utilize this roster to fill positions as they become available. If you are interested in pursuing a career in Law Enforcement and would like to be considered for future openings, please apply.

SALARY: Entry Level/Minimum Starting Wage \$19.50/hour; P.O.S.T. certified applicant's salary will depend on years of experience and qualifications/certifications (current policy will allow for up to 4% per year for verifiable experience). A \$5,000 sign-on bonus is available to those applicants who have already obtained the required Utah certifications (a two (2) year employment commitment is required). Iron County offers a Comprehensive Benefit package: Health, Dental, Vision, LTD, Life and Retirement

MINIMUM REQUIREMENTS INCLUDE:

- BE AT LEAST 21 YEARS OF AGE PRIOR TO GRADUATION FROM P.O.S.T ACADEMY
- BE A U.S. CITIZEN
- HAVE A HIGH SCHOOL DIPLOMA OR GED
- POSSESS A VALID UTAH DRIVER'S LICENSE IN GOOD STANDING
- PREFERENCE WILL BE GIVEN TO THOSE HOLDING A CURRENT UTAH P.O.S.T. CAT 1 CERTIFIED LAW ENFORCEMENT OFFICER IN GOOD STANDING

APPLICANTS MUST PASS:

- PHYSICAL FITNESS TEST EQUAL TO P.O.S.T. PRE-ENTRANCE PHYSICAL AGILITY STANDARDS
conducted by the Iron County Sheriff's Office Administration
- P.O.S.T. PRE-ENTRANCE EXAM WITH A PASSING SCORE OF 70% OR HIGHER (current P.O.S.T Certificate can be submitted in lieu of entrance exam) ***copy of the test results must be submitted with applicant packet ***
- PRE-EMPLOYMENT DRUG TEST
- INTENSIVE BACKGROUND INVESTIGATION
- A 15-WEEK P.O.S.T. LAW ENFORCEMENT OFFICER TRAINING PROGRAM AND 14 WEEKS FIELD TRAINING.
Because there are significant costs to Iron County for Deputies who are uncertified and need to attend the P.O.S.T training academy after hire, Iron County will ask for a 2 year employment commitment to begin after the certification is complete. If you have questions regarding this, please contact the HR Office.

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- ENFORCES TRAFFIC LAWS INCLUDING SPEED AND DUI REGULATIONS
- RESPONDS TO THREATS AND PANIC ALARMS.
- MAINTAIN FIREARM PROFICIENCY
- DRIVE OR WALK THROUGH ASSIGNED AREA WATCHING FOR SUSPICIOUS ACTIVITIES.
- PROVIDE INFORMATION AND ASSISTANCE TO THE PUBLIC
Visit www.ironcounty.net for full job description

An **Iron County Sheriff Deputy Applicant Packet** must be completed and is available at www.ironcounty.net. Completed application packets must be submitted to Iron County Human Resource on or **before 5 p.m. on 06/23/2019**. Please **mail/return** application packets to 82 N 100 E Suite 204, Cedar City UT 84720; email to jobs@ironcounty.net; OR submit the online application and attach all required documents.

Physical agility and written testing will be conducted on 6/29/2019 at 8:00am at the Iron County Sheriff's Office, 2132 N Main St, Cedar City, UT 84721. Please come prepared for weather conditions.

Please contact the Human Resource Office at (435)477-8335 for additional information.
IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.





IRON COUNTY JOB DESCRIPTION

TITLE: DEPUTY 1	EFFECTIVE DATE: 11/10/2003
OFFICE: SHERIFF	LEVEL: 9.05
DIVISION: PATROL	FLSA: NON-EXEMPT
CAREER SERVICE POSITION	REVISED DATE: 5/7/2018

JOB SUMMARY

Performs a wide range of **entry level professional law enforcement duties** related to enforcement as needed to secure and maintain a safe environment for county citizens and to protect rights as established by federal, state, and local laws.

SUPERVISION RECEIVED

Works under the general supervision of a Sergeant, Lieutenant or assigned supervising officer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

General Law Enforcement Performance Expectations: Performs duties that put life and/or personal safety at risk; performs duties to actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

Specialist Designation: Performs as a specialist in some aspect of law enforcement as assigned; may work exclusively as a patrol officer, corrections officer, crime prevention officer, or some other area of specialization.

Enforcement & Operations: Responds to calls for service, patrols residential, business and industrial centers; patrols assigned roadways and citizen traffic areas in patrol vehicle, on bicycle or motorcycle/ATV to observe the general public and traffic for violations of traffic laws and ordinances; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; assists with search and rescue efforts.

Reports to accident scenes to render first-aid to injured persons, and control traffic in the area; investigates cause of accident and prepares report on details after determining responsibility for accidents.

Responds to a variety of citizen complaints such as robberies, burglaries, domestic quarrels, assaults, animal problems and vandalism; prepares initial investigation reports on scene of crime; gathers evidence and interviews victims and witnesses; responds to civil disputes and domestic calls.

Prepares arrest records, maintains a safe working environment at the animal shelter, courts or schools, directs volunteers as needed and prepares documents as needed for their assignment.

Investigations: Investigates major crimes, i.e., suspicious death, robbery, fraud, embezzlement, controlled substance violations, adult and child sex crimes; oversees investigations related to auto, aircraft, and industrial accidents; conducts searches for lost, missing, or drowned persons; assists medical examiner concerning death investigation and transportation of bodies; delivers death and other emergency messages; performs investigation of offenders and performs other typical detective duties in the course of eliminating criminal activities and enforcing laws; takes the lead to investigate various felony crimes; participates in covert operations; participates in the maintenance of sex offender registry; investigates internet crime/pornography; interviews witnesses and victims.

Civil Processes & Apprehension: Serves as an agent of the court in satisfying civil and criminal warrants including writs of execution, subpoenas, restitution or attachment/seizures, property replevins, Sheriff sales, and protective orders; locates persons named in criminal warrants and executes the warrants, makes arrests; provides courtroom testimony as required; enters updates inmate computer records to accurately reflect status of civil documents serviced; assists to conduct sheriff sales.

Bailiff/Court Security: Performs a variety of full performance security and courtroom processing tasks specific to maintaining courtroom order and insuring that courtroom processes are adhered to; serves as security officer for the protection of state and county personnel and facilities. Functions in arraignments held in juvenile and district court; acts as official custodian of courtroom.

Serves as security officer by carrying out specific plans and programs to insure safety of court personnel and protection of facilities; follows specific instructions from appropriate supervisors.

Assists witnesses, litigants, and public by answering questions about court procedures, but does not give legal advice or discuss merits of case on trial.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or GED; plus, Graduation from (P.O.S.T.) Academy
AND
- B. No Experience Necessary.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of local, state and federal laws such as traffic code, juvenile code, civil procedures and criminal code; investigative methods and techniques, specialized law enforcement equipment such as radar; county geography, road systems, and boundaries; standard first-aid administration; interpersonal communication skills; techniques and procedures of police work; arrest, search and seizure laws, booking processes and procedures; court procedures, civil paper serving and processing; English, grammar and technical writing skills.

Skill in the operation of motor vehicles at high speed and in dangerous situations; skill in the use of ATV, firearms, taser, ASP, radio, restraints, computer, etc.

Ability to apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the civil and criminal code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; communicate effectively, verbally and in writing; develop effective working relationships with the public and fellow employees; perform work requiring good physical condition.

3. Special Qualifications:

Must be at least 21 years of age. Must pass an extensive background investigation. Must possess a valid State Driver's License. Must be LEO and/or Corrections P.O.S.T. certified. May work rotating shift work. May work on-call 24 hours. Must complete 40 hours of training per year to maintain certification.

4. Work Environment:

Functions of the position generally performed in a controlled environment. Frequent travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

_____ have reviewed the above job description.
(Please Print Name)

(Employee Signature)

(Today's Date)