



Official Sanpete County Sheriff's Corrections Roster Notification

Opening date: March 25, 2020

Closing date: April 8, 2020 at 5 P.M.

The Sanpete County Sheriff's Office is currently creating a roster for Deputy Sheriff –Corrections, Level I, II, III to perform law enforcement & corrections duties for the citizens of Sanpete County and the State of Utah. This roster may be used to fill current and upcoming openings at the Sanpete County Sheriff's Office. Sanpete County Sheriff's Corrections Deputies are required, but not limited, to the following:

Job Requirements (full job descriptions are available for review for Level I, II, III)

- Respond to and investigate a variety of corrections issues while defending the Constitution of the United States, enforcing the laws of the State of Utah, and Sanpete County.
- Willfully work weekends, holidays, day shift, swing shift, night shifts, and unusual and varied schedules.
- Be subject to call-outs and emergency activations.
- Write reports, provide testimony, and facilitate evidence collection prior to and during courtroom proceedings.
- Enforce laws, work with other agencies, provide court security, and transport prisoners and mentally ill subjects/patients.
- Conduct themselves in accordance with county policy, sheriff's policy, the law enforcement code of ethics, local, State, and Federal laws.
- Work with fidelity under the Sheriff's Office command structure.
- Submit to and pass random drug testing.
- In addition successful applicants may be assigned to perform other duties.
- Twelve month probation

Minimum Eligibility Requirements Include

- **Must Pass the National Police Officer Selection Test.** (www.post.utah.gov/prospective-officers/entrance-requirements/) **prior to PT testing*******

And

- Must be 21 years of age.
- Graduation from high school or its equivalent.
- Must be a citizen of the United States at time of employment.
- Must complete a current application packet. (www.sanpetesheriff.org/employment/)
- Must possess a valid Utah State Driver License. (Attach copy of valid driver license to application)
- Must pass Utah POST physical assessment requirements entry level. (www.post.utah.gov)
- Must pass a background check.
- Must pass a pre-employment drug screen.
- Applicant must be able to complete the POST application and subsequent Academy and obtain Correctional Officer certification

OR

Current Utah POST corrections certification (wage determined by Lateral Transfer Policy)

The salary is determined by the Sanpete County Sheriff and County Commissioners with a starting wage of \$20.04 for non-certified and up to \$23.54 for certified, depending on experience, plus benefits. Benefits include State Public Safety retirement, medical and dental insurance, paid vacation, holidays, sick days, 401K options, and long-term disability.

Final Review: The Merit Commission may administer testing, oral interviews, risk factor evaluations, application packet verifications, certifications/licensing verifications, and the compile final scores of the applicants. The Merit Commission will then prepare a "certified roster" along with the outcome of the risk factor evaluation for submittal to the Sheriff. During the "certified roster" period the Sanpete County Sheriff will select successful applicants from the "certified roster" by reviewing and selecting from the top 4 applicants for the first (1) job opening; top 5 for the second (2) opening, and top 7 for third (3) opening, etc. The Sheriff may interview candidates from the "certified roster" before selection. When the Sheriff has selected an individual they will be offered a conditional job offer contingent on them passing a pre-employment drug screen, final background check, if necessary POST CO academy and approval of the Sanpete County Commission.

The Sanpete County Merit Commission will screen all completed application packets and notify applicants when and where to report for testing

You may mail or drop off your application, prior to the closing date and time, for the Sanpete County Merit Commission, 1500 South Highway 89, P.O. Box 130, Manti, Utah 84642 (435) 835-2191. Applications available on line www.sanpetesheriff.org or at the Sanpete County Sheriff's Office.

The Sanpete County Merit Commission was established under Utah Law, Title 17 Chapter 30. The Merit Commission is tasked with recruiting, selection and testing applicants to be placed on a certified roster. Sanpete County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or qualified disability. END