

Hood River County

JOB POSTING

Hood River County Human Resources
County Business Administration Building
601 State Street, Hood River, Or. 97031
Phone: (541) 386-3970 Fax: (541) 386-9392
An Equal Opportunity Employer

November 28, 2016

HRC Sheriff's Office

JOB TITLE: Deputy Sheriff

SUMMARY: Applicants must be 21 years of age and possess a valid motor vehicle operator's license and good driving record. Excellent public relations skills and recent training as a reserve deputy, police/state cadet or fully certified is preferred but not required. Lateral's could be paid using a sliding scale dependent on experience and certification.

Applicant will be required to pass written and physical tests associated with certification by Department of Public Safety Standards and Training. Offer of employment will be contingent on satisfactory reports from criminal background check, psychological and drug and alcohol testing.

SALARY: \$44,467 to 55,675 annually with full benefits including payment of PERS. Lateral's could be paid using a sliding scale dependent on experience and certification.

APPLICATIONS: Applicants must complete Hood River County Sheriff's application and return to Hood River County Administration Office, 601 State Street, Hood River. Fax # (541) 386-9392 or find application and information at www.co.hood-river.or.us or www.hoodriversheriff.com. Closing date for application is 4:00 p.m., December 23, 2016. Hood River County is an Equal Opportunity Employer. Minorities and women are encouraged to apply.

DEPUTY SHERIFF

Hood River County Sheriff's Office

Complete Application.

Turn in completed application to Hood River County Administration Office, 601 State Street, Hood River, Oregon, 97031 by the deadline date indicated in the vacancy posting.

Written Test.* January 7, 2017. Time and location to be provided after closing

Applicants arriving late will not be allowed into the test site.

Physical Test.*

(*). Written and Physical tests will be given on the same date. Details of the physical fitness test are attached.

Oral Board.

Top applicants from the Written and Physical will be selected to attend an Oral Board interview.

Interview with Sheriff.

Top applicants from the Oral Board will interview with the Sheriff and or his designee.

Those applicants who complete and pass the above process will be placed on a list. Placement on the list will be a result of their accumulated scores. Top applicants on the list will be offered available Deputy vacancies. All offers to candidates will be contingent on successful completion and recommendations from the following:

Criminal History and Background Check.

Top applicants from the Oregon DPSST test will then have an extensive Criminal History and background investigation.

Oregon Department of Police Safety, Standards & Training Test.

Top applicants from the Interview with the Sheriff will take the DPSST mandatory 12th grade reading and writing test by Standards & Associates.

Psychological Test.

Applicants making it through the above process will then take a psychological test. Only candidates suitable and recommended will be considered.

Pre-employment Drug and Alcohol screen.

As per Hood River County Drug and Alcohol Policy

**Hood River County
Job Description**

JOB TITLE: Deputy Sheriff

SUMMARY: Under the general supervision of the Sheriff or an administrative superior, investigates crime and complaints and performs general law enforcement and crime prevention work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Patrols an assigned area in motorized police equipment to enforce traffic laws and to prevent crimes.

Apprehend law violators, provide assistance to the public, and answer complaints.

Investigate criminal activities including checks of homes and businesses.

Make traffic accident and death investigations.

Make arrests, prepares case records and reports, and participates as a credible witness in the prosecution of cases in the courts.

Serves criminal warrants and civil court orders and subpoenas.

Transports and guards prisoners to and from jails, institutions and courts in County or to and from other jurisdictions.

Conducts search and rescue operations for lost or injured persons in woods, recreation areas, water-ways, camps and logging areas.

Assists in booking of suspects, taking fingerprints and photographs.

Answers questions and provides information by phone or in person.

Performs other duties as assigned.

SUPERVISION RECEIVED: Works under the general direction of the County Sheriff or an administrative superior.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) with experience in law enforcement in a City, County or in the military service; or equivalent combination of education and experience as determined by the hiring authority.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Knowledge of the organization, functions, responsibilities and procedures of a Sheriff's or similar law enforcement office; knowledge of criminal law; knowledge of accepted practices of investigation and identification; knowledge of civil processes and the legal requirements for serving them; ability to adopt quick, effective and reasonable courses of action in apprehending violators; or in taking emergency actions; ability to use or to learn the correct use and care of firearms; ability to prepare accurate informative reports; ability to operate a motor vehicle; ability to deal courteously and firmly with the public in situations requiring good judgment and tact.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of basic DPSST Certificate, possession of current motor vehicle operator's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; run; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.

Matthew English
Sheriff

Brian Rockett
Chief Deputy

Jamie Hepner
Parole & Probation Commander



Erica Stolhand
911 Commander

Terry L. Clouse
Chief Civil Deputy

Jerry Keith
Executive Assistant

POSITION APPLYING FOR: _____ Deadline Date: _____

Follow these directions exactly: answer all questions completely and accurately, use N/A if necessary. Print all information, do not write or type. Employment and personal references must be filled in completely. All information in this application is subject to verification.

1. PERSONAL INFORMATION: Name, Address and Telephone

Last	First	Middle
Street Address		
Mailing Address (If Different)		
City	State	ZIP Code
Home Phone	Work, Day Time or Message (If Different)	
Email Address		
Maiden name or other names you have used		Social Security Number

2. FEDERAL REGULATION: At the time of hire will you be authorized to work in the USA? Yes ___ No ___

The Immigration Reform and Control Act (IRCA) require individuals to provide to an employer documented proof that they are authorized to work in the United States. This proof must be provided to Human Resources within three days from date of hire.

3. CRIMINAL CONVICTIONS: Have you ever been convicted of a crime for which the penalty could have been confinement in a state or federal penitentiary? Juvenile convictions do not apply. Yes ___ No ___

If yes, provide date, charge, and jurisdiction.

This information is required in order to determine ability to perform an integral part of the position requirement, having access to law enforcement criminal data files.

4. WORK AVAILABILITY (Check as many as apply): Full-time ___ Part-time ___ On Call ___
ABLE TO WORK ALL SHIFTS - Day ___ Swing ___ Graveyard ___

5. Driver License number and State of issue, if driving is an essential part of the job:

Number _____ State _____

6. **EDUCATION AND FORMAL TRAINING**

Do you have a high school diploma or G.E.D. certificate? Yes No

Name and Location of
School:

List education below: Military, Trades, Business or other schools attended (attach additional sheets if necessary).

#	Name and Location	Major Course Of Study	Hours Completed	Graduated? Yes/No	Certificate Or Degree Earned and Year
1					
2					
3					
4					

List multi-line phone systems, public contact, etc. and describe any other specialized equipment or special skill/training you have used:

8. Skills, Licenses, and/or Certificates (list all fire, EMS and law enforcement classes and certificates)

Class	Date

9. List all addresses where you have lived during the past ten years, beginning with your current address.
List date by month and year

From	To	Address including City and State

10. Are you fluent in a foreign language?

<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<u>Understanding</u>

11. EMPLOYMENT/VOLUNTEER EXPERIENCE:

List every employer and period of employment for the past fifteen (15) years in order, starting with the most recent. Include any gaps during that time. List and describe any additional job-relevant experience, including volunteer work. If you need more space, you may attach additional sheets. If describing additional duties, number the pages to correspond with the number in the Employment/Volunteer Experience section. If describing additional employers and employment, use the same format as below and number each job. Employment reference information must be filled in completely.

1	Current or Last Employer	From
	Street Address	To
	Mailing Address (if different)	
	City	Starting Salary
	Phone number with area code	Ending Salary
	Supervisor's Name	Full-time
	Job Title/Description	Part-time
	Duties:	Hours/week
	May we contact this employer for a job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Reason for leaving?	

2	Current or Last Employer	From
	Street Address	To
	Mailing Address (if different)	
	City	Starting Salary
	Phone number with area code	Ending Salary
	Supervisor's Name	Full-time
	Job Title/Description	Part-time
	Duties:	Hours/week
	May we contact this employer for a job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Reason for leaving?	

3	Current or Last Employer	From
	Street Address	To
	Mailing Address (if different)	
	City	Starting Salary
	Phone number with area code	Ending Salary
	Supervisor's Name	Full-time
	Job Title/Description	Part-time
	Duties:	Hours/week
May we contact this employer for a job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for leaving?		

4	Current or Last Employer	From
	Street Address	To
	Mailing Address (if different)	
	City	Starting Salary
	Phone number with area code	Ending Salary
	Supervisor's Name	Full-time
	Job Title/Description	Part-time
	Duties:	Hours/week
May we contact this employer for a job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for leaving?		

IF NEEDED PLEASE PHOTOCOPY THIS PAGE FOR ADDITIONAL EMPLOYMENT HISTORY

12. PERSONAL REFERENCES:

List four references, not related by blood or marriage (not current or former employers), who are responsible adults, three of whom have known you for at least three years.

1.	Name		
	Street Address		
	Mailing address (if different)		
	City	State	Zip Code
	Phone number with area code		# Years Known

2.	Name		
	Street Address		
	Mailing address (if different)		
	City	State	Zip Code
	Phone number with area code		# Years Known

3.	Name		
	Street Address		
	Mailing address (if different)		
	City	State	Zip Code
	Phone number with area code		# Years Known

4.	Name		
	Street Address		
	Mailing address (if different)		
	City	State	Zip Code
	Phone number with area code		# Years Known

13. The following questions are to be answered in paragraph format. Please answer the questions to the best of your abilities, while keeping in mind grammar, spelling and punctuation.

1. Give some examples of when you have worked under pressure / stressful situations and what you learned from it.

2. Name five things that cause you to stress and explain why.

3. Are you able to multi/task? Explain using examples.

4. What qualities and talents do you have that you feel would help you in this job?

I CERTIFY AND AFFIRM THAT I HAVE READ AND PERSONALLY COMPLETED THIS APPLICATION, REFERENCE RELEASE AND *ADDENDUM* (if applicable) AND ALL STATEMENTS CONTAINED HERE IN ARE TRUE, COMPLETE AND ACCURATE.

Applicant Signature

Date

Please send applications to: Human Resource Dept, 601 State Street, Hood River, OR 97031 or Fax to: 541-386-9392

Matthew English
Sheriff

Brian Rockett
Chief Deputy

Jamie Hepner
Parole & Probation Commander



Erica Stolhand
911 Commander

Terry L. Clouse
Chief Civil Deputy

Jerry Keith
Executive Assistant

REFERENCE RELEASE

As part of the application process, it is necessary for the Hood River County Sheriff's Department to conduct a thorough background investigation. This background will be used to help determine my suitability and fitness for employment and predictability for my success in the job. The information gathered prior to my employment is considered confidential and will not be used to evaluate my performance after my date of hire or to evaluate my eligibility for promotion. I agree that documents and records of information gathered as part of the background investigation concerning me shall remain confidential. I waive any and all rights I may now or may hereafter have to acquire or review this information. I understand that Hood River County Sheriff's Department may promise confidentiality of background reference information to those from whom they seek this information, and I agree that I will not attempt to obtain such documentation or information. I understand that I make this agreement as a condition of further consideration for employment and agree that it should be binding upon me whether I am hired or whether my application for employment is rejected. I understand the authority for collection of information must be signed by me, giving Hood River County Sheriff's Department and/ or their agent permission to conduct a thorough background investigation. This voluntary release allows Hood River County Sheriff's Department and/or their agent to contact agencies for release of information and accurate documentation concerning my past personal history, past employment history, financial, medical and including a criminal history check.

AGREEMENT

I certify that all answers and information submitted by me are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal, employment, educational, military, financial, medical, criminal histories and other related matters as maybe necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from liability in responding to inquires in connection with my application.

In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Notice: A photocopy or fax of this release may be accepted as an original.

Applicant Signature

Date

Applicant Full Name (Please Print – Last – First – Middle)

Other Names Used

Residence Address (Street – City – State – Zip)

Mailing Address (If Different)

Date of Birth

Social Security Number

Driver License Number/State