Deputy Sheriff

Blaine County has an opening for a Deputy Sheriff. Applicants may pick up a job description and a Peace Officer Standards and Training (P.O.S.T.) Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov or call (406-357-3220) for more information. All applicants must submit a P.O.S.T. Application along with an Authorization for Release of Information to the Blaine County Human Resource Office. **Position is open until filled.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY, MONTANA
JOB DESCRIPTION

CLASS TITLE: **Deputy Sheriff**

DEPARTMENT: **Blaine County Sheriff's Office**

ACCOUNTABLE TO: **Sheriff - Undersheriff**

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of basic law enforcement tasks assigned by the Sheriff, Undersheriff, or other Supervisory personnel. Such assignments include criminal and traffic investigation, serving legal papers, civil and criminal, as directed by the Courts. Work varies, allowing individual judgment within prescribed standards, procedures, or statutory provisions.

REQUIRED DOCUMENTATION:

- **PLEASE PROVIDE YOUR MONTANA LAW ENFORCEMENT PHYSICAL ABILITIES TEST (MPAT) RESULTS WITH YOUR APPLICATION. Applicants who do not provide their test results will not be guaranteed an interview.**

  ******If you have not yet taken your MPAT, please contact the Blaine County Sheriff's Office to find out testing locations, dates, and times to complete the test. ******

ESSENTIAL JOB FUNCTIONS:

- Must meet all statutory requirements of a Deputy Sheriff
- Work requires physical effort that includes running, bending, stooping, walking, crawling, tugging, restraining, ability to get in and out of vehicles, quick response reflexes, lifting up to 75#s (greater with assistance), and push/pull of 80#s;
- Work is often performed in undesirable and uncontrollable conditions in which extreme heat/cold, dampness/rain, and hazardous material(s) may be encountered;
- May be subject to long hours.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Performs a variety of basic statutory law enforcement assignments including preserving peace;
- Arrests and take before the courts for examination all persons who attempt to commit, or have committed, a public offense;
- Prevents and suppresses all breaches of peace, riots, and insurrections;
- As directed attends Courts and obeys their lawful orders and directions;
- Serves notices, warrants or other legal documents as directed;
- May be subject to rotating shifts and call outs twenty-four (24) hours a day; and

- May conduct civil and criminal investigations, gather and process evidence, interview witnesses, and perform crime scene activities of fingerprinting, photography, and securing of the scene for the gathering of further evidence;

Additional assignments may include:

- Search and rescue, bailiff duties, FTO, Deputy Coroner, inmate security or transportation and other activities;
- Performs such other duties as may be assigned by the Sheriff through his representative;
- Initiates incident reports and maintains daily reports, logs, forms, and other information as may be required.
- Work requires substantial contact with the public, fellow employees, and other agencies in which tact, diplomacy, and the necessity to maintain confidentiality is essential;

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

- Generally, none, however, may be assigned to supervise others.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Must be a Citizen of the United States; 18 years of age; graduation from high school or its equivalent; of good moral character; never been convicted of a felony;
- Must have been examined by a physician within thirty days immediately preceding the date of employment;
- Must possess or receive a basic P.O.S.T. certification within one year from the date of employment;
- Must possess a valid Montana Operator's license;
- Must pass a background investigation.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Must be able to work independently under general supervision and guidelines, a self-starter;
- Shall patrol county area as assigned and respond to any trouble scene as directed by the dispatchers;
- Investigates, processes, and arrests any perpetrator of any criminal act as witnessed or assigned;
- Serves legal papers including warrants, notices, and processes, both civil and criminal complaints;
- May conduct "React to an armed intruder training";
- Demonstrates good communication skills including verbal and writing skills with a good command of the English language;
- Performs such other law enforcement duties as may be assigned and/or trained to perform.

Deputy Sheriff
Position Fact Sheet

Work Week:	Modification of work week is at the discretion of the supervisor. Rotating – Nightshift/Dayshift.
Salary:	$30.28 per hour: $62,982.40 annually
Health Insurance:	County contributes $1,500.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Sheriff's Retirement System (SRS) 10.495% Contribution of Employee Wages 13.215% Contribution by County
Vacation Leave:	Employee earns .0577 per hour(s) worked. Eligible for use after 180 days of continuous employment.
Sick Leave:	Employee earns .04615 per hour(s) worked. Eligible for use after 90 days of continuous employment.
Probationary Period:	Twelve (12) Months