



COLUMBIA COUNTY SHERIFF'S OFFICE
OPEN POSITION ANNOUNCEMENT
APPLICATION CLOSE DATE – OPEN UNTIL FILLED



The Columbia County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. As a condition of employment, employees are required to participate in the payroll direct deposit program. A complete, detailed job description for this position is available in the Columbia County Sheriff's Office Human Resources Division.

POSITION TITLE:	DEPUTY SHERIFF (SWORN POSITION)
HOURS:	12 HOUR SHIFTS
SALARY:	\$1346.15 Biweekly / \$35,000 Per Year
DESCRIPTION:	Under general supervision of a Corporal, or designee, performs general law enforcement work of average difficulty and responsibility in the preservation and protection of life and property, the prevention of crime, the maintenance of good public order, the enforcement of civil and criminal law, and other related duties as required by direction or assignment. All assignments involve responsibility for recognizing the social importance of the law enforcement function, and for conscientious and effective performance of duties without immediate supervision. Incumbent exercises judgment and individual initiative in the performance of routine duties and in emergency situations. Duties are generally performed on an assigned shift, but the deputy may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best fill the efficient and effective operations of the Sheriff's Office. Duties may be required to be performed in uniformed or plain clothes. Work is reviewed through personal observation, inspections and by discussion and review of daily reports for adherence to prescribed methods and procedures.
DUTIES:	<ul style="list-style-type: none">• Patrols assigned areas of the County to preserve public order and tranquility, and to prevent and/or discover the commission of crimes against person or property;• Makes arrests and testifies in the prosecution of law violators; conducts preliminary and/or detailed investigations of the commission of crime or law violations• Protects the crime scene, gathers and preserves matters of evidence, takes and records testimony; directs and coordinates activities on-site until relieved by a superior officer; assists detectives in specialized investigations;• Transports prisoners to jail, and prepares offense and case reports and investigative information for evidence for court.• Serves warrants, capias, court orders and other legal processes; locates and arrests persons wanted on warrants or court orders;• Enforces the traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; directs the flow of traffic when required;

	<ul style="list-style-type: none"> • Participates in work involving juveniles, making preliminary and/or detailed investigation and follow-up, referring such cases as needed to Juvenile Court; • Supports Sheriff’s Office Strategic Plan. • Participates in Sheriff’s Office recruitment and community relations activities as directed.
REQUIREMENTS:	<ul style="list-style-type: none"> • High school diploma or GED • This position requires that the member be at least 21 years of age • Certification of completion of Law Enforcement Officer training as required by the State of Florida • Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13. • Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification. • No illegal drug sale within lifetime. • No illegal drug use within the past 36 months. • No felony convictions within lifetime • Basic computer usage abilities • No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime. • Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces. • Successful completion of a criminal background investigation including voice stress analysis, reference/employment/neighborhood checks, and medical evaluation.
PHYSICAL REQUIREMENTS:	<p>The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:</p> <ul style="list-style-type: none"> • Sit for long periods • Stand for long periods • See at normal range or with accommodations • Hear at normal level or with accommodations • Speak understandably • Manual dexterity • Bend/squat • Walk • Lift/Carry/Push-Pull 30 lbs. • Maintain good physical fitness
KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • Knowledge of the application of modern law enforcement principles and practices • Knowledge of the importance of law enforcement work, the geography of the County, its unincorporated areas and the general roadway system of the County • Knowledge of applicable laws, ordinances, rules and regulations • Knowledge of first aid practices

	<ul style="list-style-type: none"> • Ability to understand and carry out oral and written instructions • Ability to react quickly and calmly in emergency situations • Ability to cope with stressful situations and perform calmly under stressful conditions • Ability to work closely with others as a team • Ability to prepare and present clear, accurate, concise and objective written and oral reports • Ability to enforce the law with firmness, tact and impartiality and to deal courteously with the public • Ability to recognize and understand the emotional and physical reactions of both victims and perpetrators of crimes • Ability to maintain a level of physical conditioning to be able to physically subdue, restrain, and apprehend law violators • Ability to meet requirements of periodic in-service training in all high liability areas (firearms, defensive tactics, A.S.P., tactical driving, Taser) • Ability to render physical assistance to victims • Ability to adhere, at all times, to the standards and principles of honesty and integrity, and to keep your private life unsullied as an example to all • Ability to comply with the Drug Free Workplace Act • Skill in calmly and systematically eliciting critical information from individuals whom may be injured and/or highly emotional • Skill in the proper and safe utilization of law enforcement issued equipment, radio communications equipment and mobile dispatch terminal • Skill in firearms to be able to operate authorized semi-automatic handguns, patrol rifle, shotgun designated by the agency from a standing, crouch, kneeling, or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques and loading/unloading • Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.
SELECTION:	Selected applicants will be scheduled for an oral interview with various representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a pre-employment background investigation.
DEADLINE:	Position will remain open until filled. Applications can be picked up at the CCSO Operations Center, 4917 E. US Hwy 90 Monday – Friday, 8:00 a.m. to 5:00 p.m. or printed from the CCSO website at www.columbiasheriff.org . (Applications that are incomplete, missing information or faxed will not be accepted).
CONTACT INFO:	Human Resources Division, Columbia County Sheriff's Office 4917 East US Hwy 90, Lake City, FL 32055 Office: 386-758-2130

EQUAL EMPLOYMENT OPPORTUNITY