



## COUNTY OF ST. CLAIR



### HUMAN RESOURCES DEPARTMENT ANNOUNCES THE FOLLOWING JOB OPPORTUNITY:

REQUISITION NUMBER: **18-037**  
TITLE: **Corrections Deputy**  
DEPARTMENT: St. Clair County Sheriff's Office – 1170 Michigan Road Port Huron, MI 48060  
WAGE RANGE: II-FF; \$41,746-\$54,935 (Annually Adjusted)  
HOURS: Full Time  
APPLY BETWEEN: June 1, 2018 through and including June 30, 2018  
OTHER INFORMATION: Open to St. Clair County Employees & the Public

- *Current and future vacancies will be filled from the eligible candidate hiring list created from this posting according to funding.*

### **IMPORTANT NOTICE:**

**STEP 1: Applicants need to apply online at:** <http://www.stclaircounty.org/Offices/hr/jobs.aspx>

**STEP 2: Applicants need to have completed the EMPCO Test (70% or higher):** [www.empconet.com](http://www.empconet.com)

**STEP 3: Select St. Clair County Sheriff's Office on your EMPCO profile.**

#### **POSITION SUMMARY:**

Primary functions of the job are to provide care, custody, safety, security and supervision for inmates. This includes all inmate activities from intake to release according to State and Federal laws, oversee that the conduct of all persons allowed lawful entry to the jail is in compliance with department rules and regulations and accurately prepare and maintain documents in accordance with Department policy.

#### **EXPERIENCE, SKILLS, EDUCATION:**

- Graduation from an accredited high school (GED acceptable) and one to three years of responsible work experience required.
- Passing score on the EMPCO written test for local corrections officer candidates as recognized and approved by the Michigan Sheriff's Coordinating and Training Council (MSCTC) with a minimum score of 70% or better required.
- An Associate's degree with a major in Criminal Justice or a closely related field preferred.
- Graduation from a MSCTC approved local Corrections Academy, or two years of related work experience in a correctional facility may substitute for the Associate's degree.

#### **CONDITIONS OF EMPLOYMENT:**

##### **Prior to starting employment, and as a condition of continued employment, must demonstrate:**

- Physical ability by successfully completing the Michigan Sheriffs' Coordinating and Training Council (MSCTC) Local Corrections Officer Physical Ability Test (LCOPAT).
- Good moral character as determined by a favorable comprehensive background investigation. The background investigation is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, credit check, school and employment records, home environment, personal traits, integrity and professional and personal references. Consideration will be given to all criminal and civil law violations as indicating a lack of good character.
- Mental fitness as determined by an evaluation by a licensed health care professional which demonstrates that the candidate is free from mental or emotional instabilities which may impair the performance of the essential job functions.
- Possession of a valid State of Michigan Operator's License and maintains eligibility to drive as per the County's driving policy and the Sheriff's Office policies and procedures.

##### **Throughout employment, and as a condition of continued employment, must demonstrate:**

- A familiarity with firearms and the ability to obtain a Concealed Pistol License (CPL) within ninety (90) days of employment. Incumbent who is authorized to carry a firearm on duty shall qualify with said weapon annually.
- Possession of a valid CPR, first aid and AED certification, or successfully complete the training within ninety (90) days of employment in the position.
- Successfully complete a MSCTC approved Local Corrections Officer Academy within one (1) year of employment in the position and maintain eligibility by demonstrating successful completion of all required annual in-service training.
- Successfully complete an annual criminal background check in order maintain satisfactory personal qualifications (including but not limited to: good moral character, mental fitness and physical ability), certifications and complete required training as mandated by the department and state regulations.

**(For a comprehensive Job Description please visit <http://www.stclaircounty.org/Offices/hr/jobdescriptions.aspx>)**

**SPECIAL NOTICE TO APPLICANTS:** When submitting an application and/or resume please be sure to include evidence that the minimum required qualifications are met (copies of degree, certifications, and/or training, description of relevant experience, etc.). The applicant must include the requisition number from the title line on any application or resume submitted to insure the application is properly designated and processed. If the requisition number is not included, the applicant assumes full responsibility should the application or resume not be attributed to the desired position.

**An Equal Opportunity Employer**

**Apply On-line:** <http://www.stclaircounty.org/Offices/hr/jobs.aspx>

**St. Clair County Human Resources Department**

**200 Grand River Avenue, Suite 206, Port Huron, MI 48060 Phone: 810-989-6910 Fax: 810-966-2904**

**Email: [hrrecruitment@stclaircounty.org](mailto:hrrecruitment@stclaircounty.org)**

**Sign up for our automatic Job Posting notifications through Select Alert - online at [www.stclaircounty.org](http://www.stclaircounty.org) .**