

FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement



POSITION: DEPUTY SHERIFF

DEPARTMENT: SHERIFF'S OFFICE PHONE NO. 406-758-5869

NUMBER POSITIONS OPEN: There is currently 1 vacancy and there could be additional openings in the next calendar year. This testing is to establish a list of qualified applicants to hire from during that time period or until the hiring list is exhausted.

X FULL TIME X PERMANENT DATE OPENED: April 22, 2013

 PART TIME TEMPORARY DATE CLOSED: May 20, 2013

RANGE: 1 SALARY: \$47,232/annually; \$22.70/hour

TYPING TEST REQUIRED: No Yes X = 30 net words per minute

PLEASE NOTE: Any required typing or skill test must be completed before the position closing date and the certificate must be attached to your application. Please contact the Flathead Job Service Workforce Center for information on how to complete the required test(s).

EXAMPLE OF DUTIES/COMMENTS:

SEE ATTACHED.

"Standard Application for Position of Public Safety Officer in the State of Montana" commonly referred to as a "POST" application is REQUIRED. This application can be found at:

**Flathead Job Service Workforce Center
427 1st Avenue East
Kalispell MT 59901**

OR ON FLATHEAD COUNTY'S WEB SITE:

http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 P.M. ON THE CLOSING DATE

For applications submitted by fax, the signed original must be delivered to the Flathead Job Service Workforce Center within 5 business days.

IF YOU HAVE QUESTIONS ABOUT THIS OPENING Call: 758-5602 between 8 am and 10 am Tuesday – Friday

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS FOR DEPUTY SHERIFF

Required Knowledge, Skills and Abilities

Applicant must have good oral and written communication skills coupled with computer literacy, including typing. The ability to learn quickly, solve problems and good judgement while acting under pressure is mandatory. Applicant must have acute observational skills, be self-motivated and assertive. Integrity and good interpersonal skills are imperative.

Special Qualifications

1. Must be at least 18 years of age to take the written examination. There is no maximum age limit.
2. Applicant must have a high school diploma or equivalent.
3. Applicant must be in possession of a valid drivers license and able to obtain a Montana drivers license before hiring date. A poor driving record as evidenced by accident(s) in which the applicant is at fault or driving citations are grounds for disqualification.
4. Must be a citizen of the United States and in possession of a social security card.
5. All applicants who have been convicted of a criminal offense may be disqualified. A habitual law violator will also be disqualified. Circumstances surrounding all arrests and convictions will be carefully considered and evaluated in determining the fitness of the candidate for employment. Conviction of a felony will be grounds for automatic disqualification.
6. Indebtedness may be grounds for disqualification when the indebtedness is considered as evidence of an individual's lack of character or good judgment.
7. Applicants must complete a typing test with a 30 word per minute net score. The typing test certificate provided by the Flathead Job Service Workforce Center must be turned in with your application. **Applications received without this form will not be considered.**

Examination Requirements

All applicants must successfully pass written, physical fitness, and drug tests. The procedure for the physical fitness test is attached. The "Waiver of Responsibility" form must be included in your application. **Applications received without this form will not be considered.**

- The written test may be waived for applicants who are currently POST certified. All other applicants must pass the written test (The National Police Officer Selection Test – A, B, C, or D, Standard & Associates Inc.) with a minimum score of 80% on each of the four parts of the test. Scores from other testing sites will not be considered nor will our scores be transferred.
- The MPAT physical test is required for all applicants. Scores from other testing sites will not be considered nor will our scores be transferred.

Investigation of Applicant

Each applicant must sign the attached waiver, waiving any objections to a full investigation of their past by the Flathead County Sheriff's Office. **Applications received without this waiver will not be considered.**

IMPORTANT INFORMATION

The written test may be waived for applicants who are currently POST certified (copy of POST certificate must be included with application). All other applicants must pass the written test (The National Police Officer Selection Test – A, B, C, or D, Standard & Associates Inc.) with a minimum score of 80% on each of the four parts of the test. Scores from other testing sites will not be considered nor will our scores be transferred.

The MPAT physical test is required for all applicants unless you provide proof of successfully passing the test within the past six (6) months.

Applicants taking the written test are required to check in Friday, May 24, 2013 at 07:45 AM at the National Guard Armory, 1840 U. S. Hwy 93 North, Kalispell, MT. The written test starts promptly at 8:00 a.m. Applicants will not be allowed to enter the test room after this time.

The MPAT physical will be given after the written test at the same location. Applicants should bring athletic attire and a place will be available to change clothing. Applicants must be present at 1:00 p.m.

Questions regarding the application process can be directed to Commander Calvin Beringer at 406-758-5869 or cberinger@flathead.mt.gov or Deputy Travis Bruyer at 406-758-5602 or tbruyer@flathead.mt.gov.

FLATHEAD COUNTY SHERIFF'S OFFICE

PHYSICAL FITNESS TEST

DEPUTY APPLICANTS

The Flathead County Sheriff's Office physical fitness test is the state standard, Montana Physical Abilities Test (MPAT). The MPAT is a physical ability/job sample abilities assessment process designed to evaluate Law Enforcement officer candidates on the essential physical capacities required to satisfactorily perform their job duties. MPAT was designed to replicate critical and essential physical tasks and demands faced by Law Enforcement officers in the normal performance of their duties. Both specific tasks and overall physical demands are replicated in the MPAT through the use of a carefully designed and validated, timed "obstacle course". MPAT requires a applicant to complete this physical abilities test in the timeframe of 5 minutes 30 seconds. A description of the MPAT course is available online at www.doj.mt.gov/enforcement/training/physicalfitnesstests.asp.

WAIVER OF RESPONSIBILITY

I, _____, understand that as part of my application process, I will be required to participate in a strenuous physical fitness test. I hereby agree that I will not hold the Flathead County Sheriffs Office or its representatives liable for any injury or damages that may be the result of my participation in this test.

Applicant Signature

Date

RELEASE FOR INFORMATION

TO WHOM IT MAY CONCERN

I have applied for a position with the Flathead County Sheriffs Office. In connection with that application, I hereby authorize the Flathead County Sheriffs Office to obtain any records available which refer to my credit history, educational background, medical and mental health history, military service and criminal history.

I hereby authorize any person or agency which receives this release from the Flathead County Sheriffs Office, to release any information concerning me that is maintained in said persons or agency's files including information of a confidential or privileged nature. I hereby release any person or agency which releases such information to the Flathead County Sheriffs Office, and the Flathead County Sheriffs Office from any liability or damage which may result from furnishing the information requested.

I understand that any information discovered or communicated to the investigator or agent conducting this background investigation suggesting possible criminal behavior shall be promptly communicated to the appropriate jurisdictional investigating agency.

I authorize and release any and all information related to any agreement, understanding, memoranda, or contract, verbal or written, and that any previous employer is released from liability for releasing any documents, recordings, images, or digital data related to the factual circumstances of my separation from employment with any previous employer.

Please furnish any information concerning the below named individual to the following address:

Flathead County Sheriff
800 South Main
Kalispell, MT 59901

Applicant's Signature

Date Signed

Printed Name

Social Security Number

Street Address

Date of Birth

City State Zip

Place of Birth