

JOB TITLE: SHERIFF DEPUTY

Job Title: Deputy Sheriff 1

Band/Grade: B25

Salary Range: \$60,750-\$73,064/year DOE

FLSA Status: ☐ Exempt ☒ Non-Exempt

Closing Date: Considered open until filled

JOB SUMMARY

Under the general supervision of the Chief Deputy/Sheriff, the Sheriff Deputy exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Responsible for protecting the life and property of the citizens in the county or area he or she is assigned to. Exercises independent judgment in dealing with dangerous or unusual situations, exercising safety practices and procedures. Works under stressful, high-risk conditions. Performs investigations, responds to calls of distress, and testifies in court.

SCOPE OF RESPONSIBILITY

The intent of this job description is to provide a representative summary of the primary duties and responsibilities performed by incumbents in this position. Incumbents may not be required to perform all duties in this description, and incumbents may be requested to perform position-specific tasks other than those listed in this job description.

- Patrol assigned area and watch for suspicious activity.
- Arrest people for suspected crimes, including burglary, theft, drugs, larceny, homicide, and sexual crimes.
- Solve emergency and routine incidents.
- Conduct preliminary and follow-up investigations.
- Gather and bag evidence at crime scenes.
- Patrol buildings and ensure they are secure.
- Apprehend suspects who flee.
- Perform sobriety tests on those suspected of driving under the influence.
- Pull over speeding vehicles and issue citations.
- Interview victims and complainants.
- Prepare reports of arrests and file paperwork.
- Serve warrants, subpoenas, and other civil papers.
- Search houses and other properties for evidence.
- Assist local fire departments and emergency medical technicians.
- Perform search and rescue operations.
- Search for missing persons.
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- Provide security in county courts.

- Issue citations and warnings.
- Performs other related duties as assigned.

REQUIREMENTS

- Must be able to become licensed by the North Dakota P.O.S.T. Board and possess a current valid driver's license.
- Must be highly motivated and a self-starter.
- Must have a high level of integrity and honesty, and sustains and up-holds the law.
- Must be able to stay focused on the task while stationed in a busy environment.
- Must be punctual and reliable.
- Must be a team player who enjoys interfacing with people and is non-judgmental of others.
- Must have a positive attitude and willing to accept new responsibilities as required.
- Ability to communicate effectively in both verbal and written forms, and have strong public relations skills.
- Excellent observation skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks, delegating when appropriate.
- Ability to establish and maintain effective working relationships with county officials, county staff, and the general public.
- High school diploma or equivalent required.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 50 pounds at times.
- Must be able to perform duties in a variety of weather conditions.

Mountrail County is an Equal Opportunity Employer.

Mountrail County Sheriff's Department

APPLICATION FOR EMPLOYMENT

Note to Applicant: Thank you for your interest in employment with the Mountrail County Sheriff's Department. Mountrail County is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance and complies with the provisions of the North Dakota Human Rights Act.

Submit completed application to Mountrail County Human Resources Department at PO Box 69, Stanley ND 58784-0069 or via email at rschumaier@co.mountrail.nd.us.

Position applying for: ☐ Sheriff's Deputy ☐ 911 Dispatcher
How did you learn about this position?

GENERAL INFORMATION

NAME (LAST, FIRST, MIDDLE)		
ADDRESS		
CITY	STATE	ZIP
PHONE NUMBER	EMAIL By providing your email address, you hereby consent to receive all future notifications related to this application via email.	
Are you at least 18 years of age or older?		☐ Yes ☐ No
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States?		☐ Yes ☐ No

VETERAN'S PREFERENCE

To claim Veteran's Preference, you must be a US resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released under other than dishonorable conditions. Refer to NDCC 37-19-1.	
ARE YOU CLAIMING PREFERENCE AS A: ☐ I AM NOT CLAIMING VETERAN'S PREFERENCE.	
☐ Veteran? <i>Attach DD-214 & Report of Separation.</i>	
☐ Disabled Veteran? <i>Attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability.</i>	
☐ Spouse of Disabled Veteran? <i>Attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability.</i>	
☐ Spouse of Deceased Veteran? <i>Attach DD-214, Report of Separation & Veteran's death certificate.</i>	

EMPLOYMENT/PROFESSIONAL REFERENCES

Please list as references, three people that have knowledge of you and your qualifications. People must have known you for at least five years.		
Name	City/State	Cell Phone Number

TRAINING/SKILLS

Did you graduate from High School or receive a GED Certificate?	☐ Yes	☐ No
Computer skills, related volunteer experience, and other education/training skills:		
Have you received any training or do you have any experience in the area of Law Enforcement? If YES, please provide training details and dates:	☐ Yes	☐ No
Have you received medical training (CPR, First Aid, First Responder, etc.)? If YES, please provide training details and dates:	☐ Yes	☐ No

EMPLOYMENT HISTORY

(Attach a separate sheet of paper for any additional employment history)

NAME & CITY/STATE OF CURRENT EMPLOYER			
TYPE OF BUSINESS		NAME OF SUPERVISOR	
TELEPHONE	FROM (MM/YYYY)	TO (MM/YYYY)	
YOUR JOB TITLE	STARTING SALARY	ENDING SALARY	
YOUR DUTIES AND RESPONSIBILITIES			
MAY WE CONTACT YOUR CURRENT EMPLOYER FOR A REFERENCE? ☐ Yes ☐ No ☐ N/A			
REASON FOR LEAVING (OR CONSIDERING LEAVING) EMPLOYMENT			

NAME & CITY/STATE OF PREVIOUS EMPLOYER			
TYPE OF BUSINESS		NAME OF SUPERVISOR	
TELEPHONE	FROM (MM/YYYY)	TO (MM/YYYY)	
YOUR JOB TITLE	STARTING SALARY	ENDING SALARY	
YOUR DUTIES AND RESPONSIBILITIES			
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? ☐ Yes ☐ No ☐ N/A			
REASON FOR LEAVING EMPLOYMENT			

EMPLOYMENT HISTORY *CONTINUED*

NAME & CITY/STATE OF PREVIOUS EMPLOYER			
TYPE OF BUSINESS		NAME OF SUPERVISOR	
TELEPHONE	FROM (MM/YYYY)	TO (MM/YYYY)	
YOUR JOB TITLE		STARTING SALARY	ENDING SALARY
YOUR DUTIES AND RESPONSIBILITIES			
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? ☐ Yes ☐ No ☐ N/A			
REASON FOR LEAVING EMPLOYMENT			

NAME & CITY/STATE OF PREVIOUS EMPLOYER			
TYPE OF BUSINESS		NAME OF SUPERVISOR	
TELEPHONE	FROM (MM/YYYY)	TO (MM/YYYY)	
YOUR JOB TITLE		STARTING SALARY	ENDING SALARY
YOUR DUTIES AND RESPONSIBILITIES			
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? ☐ Yes ☐ No ☐ N/A			
REASON FOR LEAVING EMPLOYMENT			

SHERIFF'S DEPUTY APPLICANTS ONLY

Are you willing to work nights?	☐ Yes	☐ No
Are you willing to work weekends?	☐ Yes	☐ No
Are you willing to work holidays?	☐ Yes	☐ No
Are you currently licensed as a peace officer?	☐ Yes	☐ No
Have you ever pled or been found guilty of a misdemeanor or felony, including a felony charge that was later dismissed under a deferred imposition of sentence? If YES, please explain.	☐ Yes	☐ No
Do you have a current Driver's License?	☐ Yes	☐ No
Have you received any moving violations within the last three years? If yes, please explain:	☐ Yes	☐ No
Please indicate valid driver's license(s) held: ☐ A ☐ B ☐ C ☐ D ☐ M		

911 DISPATCHER APPLICANTS ONLY

Are you willing to work nights/overnights?	☐ Yes	☐ No
Are you willing to work weekends?	☐ Yes	☐ No
Are you willing to work holidays?	☐ Yes	☐ No
Have you ever pled guilty or been found guilty of a misdemeanor or felony, including a felony charge that was later dismissed under a deferred imposition of sentence? If YES, please explain.	☐ Yes	☐ No

ACKNOWLEDGEMENT

Initials	Please read carefully and acknowledge with your Initials.
	I acknowledge that, if requested, I will undergo drug/alcohol testing.
	I acknowledge that investigations/inquiries deemed necessary to establish my character, general reputation and work performance history may be conducted.
	I acknowledge that, if hired, I may be required to work nights/overnights, weekends and holidays.
	Sheriff's Deputy applicants only I acknowledge that, if hired, I may be required to attend training in other parts of North Dakota for varying lengths of time.
	Sheriff's Deputy applicants only I acknowledge that, if hired, I must pass a health assessment (physical) at a health care provider of my choice.
I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. Any offer of employment I may receive from the Mountrail County Sheriff's Department is contingent upon successful completion of any pre-employment screening process, which might include background and drug screening. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed. A photocopy of this signed release shall have the same force and effect as the original release and a typed name is considered a signature. _____ Applicant Signature _____ Date	

All information provided is subject to the North Dakota Open Records Law.

Clear all fields

Return to:

Mountrail County Human Resources
rschumaier@co.mountrail.nd.us
PO Box 69 | 101 North Main
Stanley ND 58784-0069
701-628-4450 fax

Print

Call 701-628-8980 with questions.

MOUNTRAIL COUNTY, ND

EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

Mountrail County Title VI Coordinator

Enclosures

EQUAL EMPLOYMENT OPPORTUNITY

Mountrail County (2-2012)

Mountrail County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This form will not be part of your application file or included in the documentation provided to the selecting official.

NAME	
POSITION APPLYING FOR	
BIRTHDATE (MM/DD/YYYY)	GENDER ☐ Male ☐ Female

Racial/Ethnic Heritage

Please mark the one box that describes the race/ethnicity category with which you primarily identify.

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

How did you learn about this job opening? (List the name of the newspaper, employment agency, organization, agency employee, or other source)