



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

HIRING MANAGER

Grade W34

Starting Salary - \$56,556 annually / \$27.19 hourly

GENERAL DUTIES:

This position is a professional, civilian position, whose primary responsibilities include developing and managing the recruitment efforts and pre-employment processes for the Carroll County Sheriff's Office for our law enforcement, correctional, and civilian positions as well as managing our internship programs for high school and college students.

AVAILABILITY:

Primary Hours - Monday through Friday 7:30 a.m. – 4:00 p.m. or 8:00 a.m. – 4:30 p.m. with ½ hour lunch. A flexible or atypical work schedule is typical due to testing and recruitment events.

ELIGIBILITY:

- Must be a U.S. Citizen or a resident alien
- Must be at least 18 years of age
- Must possess a high school diploma or GED recognized by the State Board of Education
- Must possess a valid driver's license
- Must be able to read, write, and speak English
- Must meet the minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at sheriff.carrollcountymd.gov)

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree in Business Administration or Criminal Justice, or related discipline preferred
- Human Resources certifications a plus
- Prior law enforcement and / or corrections experience preferred
- Prior experience with pre-employment investigative processes or general investigative experience preferred
- Ability to successfully obtain and maintain CN2 certification with CJIS
- Ability to successfully complete training course in Techniques of Fingerprinting for Livescan
- Position requires travel for recruitment events and meetings, college visits, career fairs, and community events
- Position requires a flexible work / travel schedule (overnight stays may be required)
- Position requires extensive periods of sitting
- Position requires extended periods of computer-based tasks
- Position may require the ability to lift 30-50 pounds, as well as push, pull or move objects

**A comparable amount of training and experience may be substituted for the minimum qualifications*

ESSENTIAL TASKS:

- Manages HR Specialist in Recruitment / Pre-Employment position
- Manages and assigns contractual background investigators for quality of work and compliance with state commissions requirements
- Manages internship programs

- Manages application processes for Corrections, Law Enforcement, and civilian positions within the agency
- Manages and assigns background investigations for allied public safety agencies as needed
- Manages external communication plans related to social, professional, and public safety specific networking sites to identify and recruit qualified candidates
- Develops and manages recruitment strategies for various law enforcement, correctional, and civilian positions
- Establishes networks within the community to develop leads for recruitment purposes
- Ensures scheduling and attendance at job fairs, recruitment events, and other events as needed
- Responsible for managing the recruitment / pre-employment portion of the budget
- Creates and coordinates position announcements; manages job postings on various websites; coordinates social media posts and website postings
- Coordinates, schedules, and manages testing process
- Tracks all aspects of the hiring / applicant / pre-employment process
- Interacts with applicants to answer questions, respond to inquiries, and provides appropriate forms and questionnaires to applicants, as needed
- Analyzes data and information to prepare comprehensive reports to determine suitability and eligibility of applicants for employment; prepares and presents hiring and recruiting statistics
- Provides updates to Commander, Professional Services Division, on status of applicants
- Provides recommendations to Commander regarding suitability of applicants for employment
- Participates in educational opportunities; reads professional publications; maintains personal networks; participates in professional organizations
- Conducts computer-based criminal checks for background investigators
- Conducts background investigations, as needed
- Performs any other related duty as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Federal and State employment laws and practices
- Knowledge of EEOC regulations
- Knowledge of Microsoft Windows based computer programs to include Word, Excel, and Outlook, Power Point, and Publisher
- Knowledge of recruitment and employment procedures and practices
- Knowledge of Correctional and Police Standards and Training Commissions certification regulations
- Knowledge of Code of Maryland Regulations (COMAR) Title 2, Title 3, and Title 12 as it pertains to Correctional and Police agencies
- Knowledge of NCIC/METERS
- Must have excellent interpersonal skills when interacting with potential applicants and current staff, as well as various governmental and business partners
- Must have excellent relationship building skills
- Ability to establish effectively working relationships with other staff, governmental / allied agencies, and public
- Ability to effectively organize, plan, and prioritize tasks to meet varied deadlines
- Ability to work independently with minimal supervision
- Ability to analyze and interpret policy and related questions
- Ability to understand Law Enforcement / Correctional agency rules, regulations, and policies
- Ability to exercise sound judgment, and respond with tact, understanding, diplomacy, fairness, and firmness
- Ability to maintain a high level of confidentiality while managing sensitive information
- Ability to succeed in a team environment

SELECTION PROCESS: The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Application
- Integrity Questionnaire
- Review of Resume
- Oral Interview Board
- Completion and Review of Confidential Questionnaire
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical / Medical Examination
- Final Command Review/Interview
- Final Job Offer

REQUEST PROCEDURE:

To be considered for this position, qualified candidates must complete and submit an employment application electronically through PoliceApp.com **no later than 11:59 p.m. on Friday, November 4, 2022.** For more information about this position visit our website at sheriff.carrollcountymd.gov

“One or more positions may be filled using this vacancy announcement”

The Carroll County Sheriff’s Office is an Equal Opportunity Employer