



**Department:** Tooele County Sheriff's Office  
**Job Title:** Tooele Deputy Sheriff  
**Starting Salary:** \$18.89 - \$26.58 per hour, DOQ  
**Status:** Full-time with benefits  
**Closing Date:** July 23, 2018 at 5:00 pm.

**The Opportunity:** Tooele County is currently accepting applications to establish a roster for Deputy Sheriff. This opportunity includes this great comprehensive benefit package:

- Phone and Uniform allowance
- 401 K match, health, dental, life, vision insurance
- Participating Utah Retirement Services (URS) member
- Every other weekend off
- Experienced officers can be considered for Deputy II position
- Access to 24 hour a day new gym
- Numerous overtime opportunities available
- PTO leave as well as 11 paid holidays

**Applicants who are certified must also attach a copy of the certification with their employment application. Applicants who are not certified must attach a copy of their written P.O.S.T. exam. Please attach all diplomas and certifications you may have acquired for verification.**

**POSITION DUTIES:** Perform professional duties maintain law and order in Tooele County. Performs a variety of entry level law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of assigned jurisdictions. **Must reside in Tooele County within 1 year of hire. One-year probation from time of hire.**

**MINIMUM QUALIFICATIONS:**

**Deputy P- \$18.89:** Possess a high school diploma or GED equivalent; must be 21 years of age; possess a valid Utah Driver's License at the time of hire; a citizen of the United States; a resident of the Stat of Utah. no disqualifying criminal history; no DUI convictions in the past two years; successfully pass a comprehensive background investigation, drug testing, and psychological evaluation.

**Deputy I - \$20.83:** Successful completion of POST academy LEO certification. **Must be L.E.O. Certified.**

**Deputy II- \$22.96:** Meet the minimum requirements for a Deputy I; minimum of two (2) years as a certified law enforcement officer.

**Deputy III- \$26.58:** Five (5) years of experience as a Law Enforcement Officer or three (3) years with a Bachelor's Degree and have completed two (2) of the courses outlined in the Deputy II Career Ladder Advancement.

Applicants selected for hire will be given a conditional job offer based on successfully passing all phases of the selection process, a comprehensive background investigation, drug test, eye exam and psychological examination.

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For a complete job description or an on-line application please visit  
<http://www.co.tooele.ut.us/hr.html>

Applications and resumes must be submitted to  
**Tooele County Human Resource Office, Rm 308**  
47 South Main Street Tooele, UT.  
or email application and resume to [tadams@tooeleco.org](mailto:tadams@tooeleco.org)  
EEO Employer

**TOOELE COUNTY**  
**Job Description**

<b>TITLE:</b>	Deputy Sheriff Probation	<b>JOB CODE:</b>	509
<b>DIVISION:</b>	Patrol/Civil	<b>EFF. DATE:</b>	January 2017
<b>DEPARTMENT:</b>	Sheriff	<b>GRADE:</b>	20
<b>EEO CLASS:</b>	Protective Service	<b>FLSA:</b>	Non-Exempt
<b>WORKERS COMP.:</b>	Police	<b>CDL:</b>	No
<b>ALCOHOL &amp; DRUG:</b>	Yes		

**GENERAL PURPOSE**

Professional maintaining law and order in Tooele County. Performs a variety of entry-level law enforcement duties, maintains the peace, and protects the citizens of assigned jurisdiction. During this year the candidate will remain on probation status to be determined as passed based upon job performance by the end of the 12<sup>th</sup> month of service.

**SUPERVISION RECEIVED**

Works under direct supervision of a Sergeant, and/or administrative superior.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF DUTIES**

Patrols assigned areas; checks buildings for security; issues tickets and summons complaints for violation of law. Maintains vehicle and equipment on a daily basis.

Responds to calls; investigates crimes; performs traffic control and other safety duties as required; administers first aid to accident victims and provides ambulance assistance. Oversees crowd and disturbance control, intercedes in domestic and civil disputes. Serves legal processes summons and subpoenas; testifies in court.

Operates radar, intoxilyzer and other police equipment necessary for arrests and convictions and maintain certification of such.

Prepares accident, offense, incident, arrest and other forms and reports; registers prisoners in jail; assists other communities in investigations. Assists in controlling fires on public lands in the County; investigates fire causes.

Conducts classes and provides information to the public on law enforcement and other areas of public safety.

Other related duties as required.

## **MINIMUM QUALIFICATIONS:**

### **1. Education and Experience;**

Possess a high school diploma or the GED equivalent; must be 21 years of age; possess a valid Utah driver's license at the time of hire; a citizen of the United States; a resident of the State of Utah; and a resident of Tooele County within six months of hire; must have no disqualifying criminal history; must have no DUI convictions in the past two years; must successfully pass a comprehensive background investigation, drug testing and a psychological evaluation as a condition of hire; and, successful completion of POST academy LEO certification. Deputy I must have two (2) years to advance to Deputy II; and successful completion of required courses outlined in Deputy Sheriff II career Ladder.

### **2. Required Knowledge, Skills, and Abilities;**

Some knowledge of modern principles of psychology and sociology; working knowledge of principles and practices of arrest procedures; working knowledge of federal, state, and local regulations pertaining to investigation and other law enforcement activities; working knowledge of the Utah Traffic Code.

Ability to react quickly to novel situations under conditions of stress; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to communicate effectively, verbally and in writing. Skill in vehicle and equipment maintenance; skill in the use of firearms; skill in driving at high speeds.

## **OTHER REQUIREMENTS:**

This category involves frequent lifting of 25-50 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces or at heights above the ground. Exposure to sudden physical and emotional demands and the need to physically defend oneself and/or restrain recalcitrant individuals including the possible use of deadly force.

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- Must successfully complete twelve week (12) field training program.
- Thoroughness, planning and organization, neatness and accuracy;
- Learning and knowing all phases of the job; recognizing and solving routine problems;
- Knowing the office policies, systems and services;
- Subject to call out 24 hours a day;
- Compared to other employees, maintaining a competent volume of work in addition to

- regular tasks, and also a competent speed of work;
- Being able to perform new duties, adjust to new situations, and control of self under pressure;
- Being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- Making decisions; studying and considering all facts; using common sense;
- Cooperating with supervisors, peers and the public; accepting constructive criticism; seeking self-betterment through education and other means;
- Being friendly, helpful and showing self-control;
- Being punctual in attendance; and
- Being professional in dress and manner; showing good housekeeping of the general work area.

**APPROVED: Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.**

\_\_\_\_\_  
**Sheriff**

\_\_\_\_\_  
**Human Resources**

\_\_\_\_\_  
**Commission**

**New Employee Certification of Receipt of Position Description**

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Sheriff's Department.

Employee's Signature

Date

**TOOELE COUNTY**  
**Job Description**

<b>TITLE:</b>	Deputy Sheriff I	<b>JOB CODE:</b>	509
<b>DIVISION:</b>	Patrol/Civil	<b>EFF. DATE:</b>	January 2018
<b>DEPARTMENT:</b>	Sheriff	<b>GRADE:</b>	22
<b>EEO CLASS:</b>	Protective Service	<b>FLSA:</b>	Non-Exempt
<b>WORKERS COMP.:</b>	Police	<b>CDL:</b>	No
<b>ALCOHOL &amp; DRUG:</b>	Yes		

**GENERAL PURPOSE**

Professional maintaining law and order in Tooele County. Performs a variety of entry-level law enforcement duties, maintains the peace, and protects the citizens of assigned jurisdiction.

**SUPERVISION RECEIVED**

Works under direct supervision of a Sergeant, and/or administrative superior.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF DUTIES**

Patrols assigned areas; checks buildings for security; issues tickets and summons complaints for violation of law. Maintains vehicle and equipment on a daily basis.

Responds to calls; investigates crimes; performs traffic control and other safety duties as required; administers first aid to accident victims and provides ambulance assistance. Oversees crowd and disturbance control, intercedes in domestic and civil disputes. Serves legal processes summons and subpoenas; testifies in court.

Operates radar, intoxilyzer and other police equipment necessary for arrests and convictions and maintain certification of such.

Prepares accident, offense, incident, arrest and other forms and reports; registers prisoners in jail; assists other communities in investigations. Assists in controlling fires on public lands in the County; investigates fire causes.

Conducts classes and provides information to the public on law enforcement and other areas of public safety.

Other related duties as required.

## **MINIMUM QUALIFICATIONS:**

### **1. Education and Experience;**

Possess a high school diploma or the GED equivalent; must be 21 years of age; possess a valid Utah driver's license at the time of hire; a citizen of the United States; a resident of the State of Utah; and a resident of Tooele County within six months of hire; must have no disqualifying criminal history; must have no DUI convictions in the past two years; must successfully pass a comprehensive background investigation, drug testing and a psychological evaluation as a condition of hire; and, successful completion of POST academy LEO certification.

*Deputy I status requires completion and passing of probationary period.*

Deputy I must have two (2) years to advance to Deputy II; and successful completion of required courses outlined in Deputy Sheriff II career Ladder.

### **2. Required Knowledge, Skills, and Abilities;**

Some knowledge of modern principles of psychology and sociology; working knowledge of principles and practices of arrest procedures; working knowledge of federal, state, and local regulations pertaining to investigation and other law enforcement activities; working knowledge of the Utah Traffic Code.

Ability to react quickly to novel situations under conditions of stress; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to communicate effectively, verbally and in writing. Skill in vehicle and equipment maintenance; skill in the use of firearms; skill in driving at high speeds.

## **OTHER REQUIREMENTS:**

This category involves frequent lifting of 25-50 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces or at heights above the ground. Exposure to sudden physical and emotional demands and the need to physically defend oneself and/or restrain recalcitrant individuals including the possible use of deadly force.

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- Must successfully complete twelve week (12) field training program.
- Thoroughness, planning and organization, neatness and accuracy;
- Learning and knowing all phases of the job; recognizing and solving routine problems;
- Knowing the office policies, systems and services;
- Subject to call out 24 hours a day;

- Compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- Being able to perform new duties, adjust to new situations, and control of self under pressure;
- Being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- Making decisions; studying and considering all facts; using common sense;
- Cooperating with supervisors, peers and the public; accepting constructive criticism; seeking self-betterment through education and other means;
- Being friendly, helpful and showing self-control;
- Being punctual in attendance; and
- Being professional in dress and manner; showing good housekeeping of the general work area.

**APPROVED: Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.**

\_\_\_\_\_  
**Sheriff**

\_\_\_\_\_  
**Human Resources**

\_\_\_\_\_  
**Commission**

**New Employee Certification of Receipt of Position Description**

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Employee's Signature

Date

## TOOELE COUNTY

### Job Description

<b>TITLE:</b>	Deputy Sheriff II	<b>CLASS CODE:</b>	510
<b>DIVISION:</b>	Patrol/Civil	<b>EFF. DATE:</b>	January 2017
<b>DEPARTMENT:</b>	Sheriff	<b>GRADE :</b>	24
<b>EEO CLASS:</b>	Protective Service	<b>FLSA:</b>	Covered
<b>WORKERS COMP.:</b>	Police	<b>CDL:</b>	No
<b>ALCOHOL &amp; DRUG:</b>	Yes		

#### **GENERAL PURPOSE**

Performs professional duties in maintaining law and order in Tooele County and the State of Utah. Performs a variety of working level technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of assigned jurisdiction.

#### **SUPERVISION RECEIVED**

Works under the direct supervision of a Sergeant and/or administrative superior.

#### **SUPERVISION EXERCISED**

Supervises crime and accident scenes, search & rescue and recovery operations, reserve officers and volunteers. May provide close to general supervision to less experienced officers while in training or on a cases-by-case basis.

#### **EXAMPLES OF DUTIES**

Provide protection of persons, property against hazards, including (but not limited to) fire, theft, injury, damage and accident.

Patrols assigned areas; checks buildings for security; issues tickets and summons complaints for violation of law.

Responds to calls, investigates crimes; performs traffic control and other safety duties as required; administers first aid to accident victims and provides ambulance assistance, crowd and disturbance control, domestic and civil disputes.

Performs specialized duties in areas such as investigation, fingerprinting, search, rescue and recovery. Instructs others in specializations.

Serves legal processes, summons and subpoenas; testifies in court.

Operates radar, intoxalyzer and other police equipment necessary for arrests and convictions and maintains certifications on such.



Prepares accident, offense incident, arrest and other forms and reports; registers prisoners in jail; assists other communities in investigations.

Assist in controlling fires on public lands in the County; investigates fire causes, operates fire suppression equipment.

Conducts and attends classes and provides information to the public on law enforcement and other areas of public safety. Performs a variety of public services, talks, escorts and security assistance.

Maintains vehicle and equipment on a daily basis.

Subject to call out 24 hours a day.

Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

A. Must meet the minimum qualifications for a TCSO Deputy Sheriff I; and, successful completion of required courses outlined in the Deputy Sheriff II career ladder qualifications.

### **2. Required Knowledge, Skills, and Abilities:**

Some knowledge of modern principles of psychology and sociology; working knowledge of principles and practices of arrest procedures; working knowledge of federal, state, and local regulations pertaining to investigation and other law enforcement activities; working knowledge of Utah Traffic Code.

Skill in vehicle and equipment maintenance; skill in the use of firearms; skill in driving at high speeds.

Ability to react quickly to novel situations under conditions of stress; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to communicate effectively, verbally and in writing.

### **3. Special Requirements:**

Must be able to pass an annual physical fitness evaluation; must be knowledgeable in first aid; must attend a minimum of forty (40) hours POST approved training per year.

This category involves frequent lifting of 25-50 pounds with occasional lifting of up to

100 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces or at heights above the ground. Exposure to sudden physical and emotional demands and the need to physically defend oneself and/or restrain recalcitrant individuals and may require the use of weapons.

**4. Refer to Deputy II Career Ladder for Career Advancement .**

**OTHER REQUIREMENTS**

Achieve a competent or higher rating overall in each performance evaluation which measures the following:

- Subject to call out 24 hours a day.
- thoroughness, planning and organization, neatness and accuracy;
- learning and knowing all phases of the job; recognizing and solving routine problems;
- knowing the office policies, systems and services;
- compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- being able to perform new duties, adjust to new situations, and control of self under pressure;
- being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- making decisions; studying and considering all facts; using common sense;
- cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- being friendly, helpful and showing self-control;
- being punctual in attendance; and
- being professional in dress and manner; showing good housekeeping of the general work area.

**APPROVED: Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017.**

\_\_\_\_\_  
**Sheriff**

\_\_\_\_\_  
**Human Resources**

\_\_\_\_\_  
**Commission**

**New Employee Certification of Receipt of Position Description**

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Employee's Signature

Date

TOOELE COUNTY  
**Job Description**

<b>TITLE:</b>	Deputy Sheriff III	<b>CLASS CODE:</b>	511
<b>DIVISION:</b>	Patrol/Civil	<b>EFF. DATE:</b>	January 2017
<b>DEPARTMENT:</b>	Sheriff	<b>GRADE :</b>	27
<b>EEO CLASS:</b>	Protective Service	<b>FLSA:</b>	Covered
<b>WORKERS COMP.:</b>	Police	<b>CDL:</b>	No
<b>ALCOHOL &amp; DRUG:</b>	Yes		

**GENERAL PURPOSE**

Performs professional duties in maintaining law and order in Tooele County and the State of Utah. Performs a variety of working level technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of assigned jurisdiction.

**SUPERVISION RECEIVED**

Works under the direct supervision from a Sergeant, and/or Administrative Superior.

**SUPERVISION EXERCISED**

Required to act as Officer In Charge as directed by a supervisor. Supervises crime and accident scenes, search, rescue and recovery operations, reserve officers and volunteers. May provide close to general supervision to less experienced officers while in training or on a cases-by-case basis.

**EXAMPLES OF DUTIES**

Provide protection of persons, property against hazards, including (but not limited to) fire, theft, injury, damage and accident.

Patrols assigned areas; checks buildings for security; issues tickets and summons complaints for violation of law.

Responds to calls, investigates crimes; performs traffic control and other safety duties as required; administers first aid to accident victims and provides ambulance assistance, crowd and disturbance control, domestic and civil disputes.

Performs specialized duties in areas such as investigation, fingerprinting, search, rescue and recovery. Instructs others in specializations.

Serves legal processes, summons and subpoenas; testifies in court.

Operates radar, intoxilyzer and other police equipment necessary for arrests and convictions and

maintains certifications on such.

Prepares accident, offense incident, arrest and other forms and reports; registers prisoners in jail; assists other communities in investigations.

Assist in controlling fires on public lands in the County; investigates fire causes, operates fire suppression equipment.

Conducts and attends classes and provides information to the public on law enforcement and other areas of public safety. Performs a variety of public services, talks, escorts and security assistance.

Maintains vehicle and equipment on a daily basis.

Subject to call out 24 hours a day.

Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

Five (5) years of experience as a Law Enforcement Officer or three (3) years with a Bachelor's Degree and have completed two (2) of the courses outlined in the Deputy II Career Ladder Advancement.

### **2. Required Knowledge, Skills, and Abilities:**

Some knowledge of modern principles of psychology and sociology; working knowledge of principles and practices of arrest procedures; working knowledge of federal, state, and local regulations pertaining to investigation and other law enforcement activities; working knowledge of Utah Traffic Code.

Skill in vehicle and equipment maintenance; skill in the use of firearms; skill in driving at high speeds.

Ability to react quickly to novel situations under conditions of stress; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to communicate effectively, verbally and in writing.

### **3. Special Requirements:**

Must be able to pass an annual physical fitness evaluation; must be knowledgeable in first aid; must attend a minimum of forty (40) hours POST approved training per year.

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100 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces or at heights above the ground. Exposure to sudden physical and emotional demands and the need to physically defend oneself and/or restrain recalcitrant individuals and may require the use of weapons.

**OTHER REQUIREMENTS:**

Achieve a competent or higher rating overall in each performance evaluation which measures the following:

- Subject to call out 24 hours a day.
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- making decisions; studying and considering all facts; using common sense;
- cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- being friendly, helpful and showing self-control;
- being punctual in attendance; and
- being professional in dress and manner; showing good housekeeping of the general work area.

**APPROVED: Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.**

\_\_\_\_\_  
**Sheriff**

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**Human Resources**

\_\_\_\_\_  
**Commission**

**New Employee Certification of Receipt of Position Description**

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Employee's Signature

Date