MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION

Position Title:	**Department:**	**Division/Section:**
Full-Time Patrol Deputy	Sheriff's Department	Not Applicable
Classification:	**Per Hour:**	**Supervisor:**
Full Time	$21.95	Sheriff Robert Summers
Supervision Exercised:	**Posting Date:**	**Deadline Date to Apply:**
None	09/12/2018	10/08/2018
Position Summary: To perform duties of a sworn Law Enforcement Officer as defined by State Constitution, State Laws, County Ordinance, and Department Policies		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs general law enforcement duties: detection and suppression of crime; enforces state law and ordinances within the County of Menominee; serves civil process papers; protection of citizen's rights, welfare and property; other duties as it relates to the Office of Sheriff.

QUALIFICATIONS:

- U.S. Citizen, minimum age 21, Driver license; Good driving record; Good physical condition; Eligibility for Wisconsin Law Enforcement Standards Board Certification; High School diploma; 60 college credits; Associate degree; Ability to possess a firearm; No felony convictions; No domestic abuse convictions; Vision correctable to 20/20; Good verbal and written communication skill; React quickly and effectively to stressful situations; Able to work evening, weekends and holidays; Knowledge and skills in operating a computer systems; Clear and concise speed; Ability to perform essential functions of this position; Ability to use all standard law enforcement equipment; The Menominee County Sheriff's Department utilizes the testing process through Empco.net. See below for further information

NOTES:

- Written exam; Oral interviews; Psychological profile; Medical Examination; Vision examination; Drug screening; Background investigation; Physical fitness/agility screening; To test for this position, go to the website www.empco.net and click on the link for Sheriff's Office Positions. Click the link to Wisconsin and follow the instructions. The required test must be completed and passed no later than Oct. 8th, 2018. There is a fee to take the examination.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us);
- Complete test on www.empco.net
- Resume
- Copy of valid Wisconsin Driver's license.

Please submit all required information to the Chief Deputy David Kristof at the Menominee County Sheriff's Department located at W3269 Courthouse Lane in Keshena, Wisconsin. Or mail required information to:

Chief Deputy David Kristof
Menominee County Sheriff's Department
P.O. Box 190
Keshena, WI 54135

Please call 715-799-3357 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.