



Office of The Perry County Sheriff

William R. Barker, Sheriff
110 W. Brown St., P.O. Box 107
New Lexington, OH 43764-0107
Phone (740) 342-4123 FAX (740) 342-5521

EXTERNAL JOB POSTING

POSTING NUMBER 19-001

CLASSIFICATION: DEPUTY SHERIFF

STARTING SALARY: \$17.92/PER HOUR
\$19.07/PER HOUR
\$20.26/PER HOUR

POSITION DESCRIPTION ATTACHED:

APPLICATIONS WILL BE ACCEPTED ONLY BETWEEN THE BELOW LISTED DATES. ALL OTHER APPLICATIONS WILL NOT BE ELIGIBLE. JOB APPLICATIONS MUST REFLECT THE ABOVE LISTED POSTING NUMBER. **APPLICANTS MUST MEET MINIMUM QUALIFICATIONS LISTED ON JOB DESCRIPTION.**

A handwritten signature in blue ink that reads "William R. Barker".

WILLIAM R. BARKER, SHERIFF
PERRY COUNTY, OHIO

POSITION POSTED; March 25, 2019

LAST DATE TO APPLY: April 1, 2019

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
EEO POLICY ATTACHED

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
PERSONNEL DIVISION

AGENCY Perry County Sheriff Department
DIVISION OR INSTITUTION
UNIT OR OFFICE

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POSITION CONTROL NUMBER

CLASS TITLE

CLASS NUMBER

<input type="checkbox"/> State Agency	<input checked="" type="checkbox"/> County Agency	<input type="checkbox"/> New Position	<input type="checkbox"/> Change	COUNTY OF EMPLOYMENT Perry
USUAL WORKING TITLE OF POSITION DEPUTY SHERIFF, PATROL DIVISION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR		
NORMAL WORKING HOURS (Explain unusual or rotating shifts) FROM: TO: 12 AM - 8 AM, 8 AM - 4 PM, 4 PM - 12 A, 8 PM - 4 AM				

JOB DESCRIPTION AND WORKER CHARACTERISTICS	
Job Duties in order of importance	Minimum Acceptable Characteristics
<p>JOB RESPONSIBILITIES: under general supervision, maintains law and order, protects life and property, enforces state statues, performs other related duties as required.</p> <p>1) Patrols state routes and county and township roads</p>	<p>1) Knowledge of (a) law enforcement procedures and practices, (b) state and local laws and ordinances, (c) equipment utilized in law enforcement operations; ability to</p>
<p>to serve citizens and enforce laws and ordinances; responds to citizen complaints; interviews witnesses to crimes, accidents and disturbances; arrests persons in violation of laws and ordinances; transports suspects and witnesses to headquarters.</p>	<p>(d) work independently (e) exercise sound judgement under possible stressful or dangerous circumstances, (f) communicate effectively,</p>
<p>2) Transports prisoners to and from correctional facilities and to and from court</p>	<p>(g) develop and maintain working relationships with associate supervisors, and general public; skill in (h) safe and effective use of law enforcement equipment including firearms, handcuffs, blackjack, etc.</p>
<p>3) Serves subpoenas, summons, and other civil papers</p>	<p>2) Knowledge of (c); ability to (d), (e), (g); skill in (h).</p>
<p>4) Conducts security inspection of correctional facility; monitors activities of prisoners to ensure adherence to facility rules and regulations.</p>	<p>3) Knowledge of (b); ability to (d), (e), (f), (g).</p>
<p>5) Books, searches, and releases prisoners; prepares and maintains records and other documentation.</p>	<p>4) Knowledge of (i) codes and laws governing operation of county jails*; ability to (e) (g)</p>
<p>6) Appears in court to provide testimony as required.</p>	<p>5) Knowledge of (i)*; ability to (e), (g), (j) prepare and maintain accurate documentation</p>
<p>6) Appears in court to provide testimony as required.</p>	<p>6) ability to (e), (f).</p>

List Position Numbers and Class Titles of positions supervised. If more than eight, list totals only.	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
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DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
PERSONNEL DIVISION

DIVISION OR INSTITUTION	
UNIT OR OFFICE	

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<input type="checkbox"/> State Agency	<input checked="" type="checkbox"/> County Agency	<input type="checkbox"/> New Position	<input type="checkbox"/> Change	COUNTY OF EMPLOYMENT Perry
USUAL WORKING TITLE OF POSITION DEPUTY SHERIFF, PATROL DIVISION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR		
NORMAL WORKING HOURS (Explain unusual or rotating shift) FROM 12 AM TO 8 AM, 8 AM - 4 PM, 4 PM - 12 AM, 8 PM - 4 AM				

JOB DESCRIPTION AND WORKER CHARACTERISTICS	
Job Duties in order of importance	Minimum Acceptable Characteristics
7) Prepares and maintains records and reports of incidents, complaints and contacts occurring during shift, e.g., investigation reports, traffic accident reports, etc.	7) Ability to (f), (j)
8) Receives calls and dispatches units, operates LEADS teletype equipment to receive law enforcement and criminal history data, etc.	8) Knowledge of (k) operation of radio console and related equipment, (l) operation of LEADS teletype equipment; ability to (e), (f), (g)
9) Performs other related duties as required.	Requirement - high school education or its recognized equivalency degree as issued by the Ohio Department of Education.
	Valid Ohio Operators license, OPOTA Certified and meet minimum firearm requirements

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1. Position Numbers and Class Titles of positions supervised, more than eight, list totals only.	SIGNATURE OF AGENCY REPRESENTATIVE _____	DATE _____
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SECTION 1.4 EQUAL EMPLOYMENT OPPORTUNITY

ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT WILL BE RECRUITED, HIRED, PROMOTED, TRANSFERRED, DEMOTED, LAID OFF, TERMINATED, SUSPENDED, EVALUATED, OR OTHERWISE TREATED IN A FAIR AND EQUITABLE MANNER BASED SOLELY UPON MERIT, FITNESS AND SUCH BONAFIDE OCCUPATIONAL QUALIFICATIONS AS EACH INDIVIDUAL MIGHT POSSESS. NO PERSONNEL DECISION SHALL BE BASED UPON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, PHYSICAL HANDICAP, OR OTHER NON-JOB-RELATED CRITERIA.

ADOPTED AUGUST 31, 1982