

Position Vacancy Announcement
Decatur County Sheriff's Office (DCSO)

Overview

Position: Court Security Officer (Special Deputy)
Base Pay: \$37,440.00
Work Schedule: Full-Time (Monday-Friday, 8 a.m. to 4 p.m.)
Work Location: Decatur County Courthouse (and occasionally Decatur County Detention Center)
Appointment Type: Permanent (Non-Merit)* with 1 Year Probationary Period
Open Date: October 25, 2021
Close Date: November 12, 2021 (4:00 p.m.)

Eligibility & Qualifications

To apply for this position, the applicant must have a minimum of 2 years of full-time experience in law enforcement, corrections, security, or a related field. Graduation from the Indiana Law Enforcement Academy's Basic Course (or an Indiana Law Enforcement Training Board approved basic training program) is preferred but not required. Part-time and reserve officer time will be considered. Applicants with breaks in full-time law enforcement, corrections, security or related experience are eligible to apply, provided they have the minimum 2 years of full-time related experience within the past 5 years. Felony convictions and most misdemeanor convictions are disqualifying factors.

Evaluation Criteria

The following criteria will be used in rating applicants.

1. Overall work history, including job performance and attendance.
2. Ability to work well with others, including the public.
3. Ability to verbally communicate with the public and government officials.
4. Ability to resolve minor conflicts or problems without using force.
5. Ability to physical control others, including use of handcuffs and other restraints.
6. Ability to qualify with a pistol and control devices.
7. Ability to drive a vehicle (to transport prisoners).
8. Willingness to use a firearm to protect self or others.
9. Willingness to use physical force to protect self or others.
10. Willingness to work around and handle criminal suspects and prisoners.
11. Ability to sit or stand for up to eight hours.
12. Ability to remain vigilant for eight hours.
13. Ability to operate a computer and monitor security cameras and equipment.
14. Ability to make sound decisions based on safety and legal standards.
15. Years of full-time law enforcement, corrections, security and/or military experience.
16. Resume that addresses the qualifications needed to perform this position.
17. Performance in interviews with DCSO supervisors and command staff.

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Application/Selection Process

1. For internal (DCSO) candidates, submit a resume that minimally includes work history, education and significant training for the last 10 years (or since graduating from high school, if less than 10 years of work history). Supporting documents (e.g., diplomas) are not required.
2. For outside candidates (not DCSO employees), submit an application and the required documents. This includes a waiver for a background investigation (required for outside applicants).
3. Complete a panel interview with Corporals and/or Sergeants.
4. Complete an interview with the Detention Center Commander and Assistant Commander(s).

Applicant Instructions

No later than 4:00 p.m. Friday, November 12, submit your resume or application packet. Internal candidates may email their resumes via email to Lieutenant Chris Hellmich at chellmich@decaturcounty.in.gov. Outside candidates must mail their applications to the Decatur County Sheriff's Office, Attn: Chris Hellmich, 601 S. Ireland Street, Greensburg, IN 47240.

**Note: Though DCSO patrol deputies are classified as "merit" deputies, other positions are set by the presiding Sheriff and are not guaranteed (i.e., not "merit" positions). The presiding Sheriff has sole discretion, without Merit Board input or approval, to hire and fire other employees (e.g., Detention Deputies, Court Security Officers) as he/she deems appropriate, within Decatur County personnel policies and procedures. Accordingly, the current Sheriff or next Sheriff(s) can remove individuals from specific positions without a Merit Board hearing or approval.*