



# HAMILTON COUNTY SHERIFF'S OFFICE

AN EQUAL OPPORTUNITY EMPLOYER

## JOB ANNOUNCEMENT

06/27/2012

Personnel having the minimum qualifications and interested in applying for these positions and/or special assignment must submit their resume to, and request a Letter of Recommendation from, their immediate supervisor.

Employees must have successfully achieved a competent/proficient/satisfactory level rating on the last two (2) completed annual evaluations listed in the Hamilton County Computerized Evaluation System File (must be last two annual evaluations of evaluation calendar period as of date of job posting previous evaluations are not included) per 34.1.3 Promotion Process. Due to the minimum qualifications for these positions, an employee may not have two (2) annual evaluations in the system.

To be eligible for the reassignment or promotion and/or special assignment the employee(s) cannot currently or at the time of the assignment be on probation (either original employment, disciplinary or advancement/promotional).

Effective November 1, 2007, an employee must meet the minimum qualifications of the job classification or special assignment at the time of the closing of the Announcement which would be July 9, 2012, to be placed on the register per CSM §704.

Per CSM §805, this announcement could serve as the notice for future assignment through July 9, 2013.

The selection process for the special assignments will follow the procedures set out in General Order Standards 16.2.2, and this will not be a salary increase and/or rank promotion or reclassification involving property rights.

These documents must be received by Carole Miller, H.R. Manager, no later than Monday, July 9, 2012, at 4:00 p.m., which is the closing date and time for this Announcement.

### **NOTICE OF VOLUNTARY REASSIGNMENT TO ANOTHER POSITION, LATERAL REASSIGNMENT, AND/OR REASSIGNMENT AS ADVANCEMENT**

#### **JAIL CHAPLAIN**

**DEFINITION:** It is the desire that the Hamilton County Sheriff's Office has and supports a Jail Chaplaincy program. Under the administrative direction of the corrections chief who will insure that the Chaplaincy program has active support from religious bodies' representative of the population's diverse needs, and helps to ensure the effective ministry of the jail's volunteers. The Chaplain shall have responsibility for all programs in the jail both spiritual and secular.

Jail Chaplains are expected to observe the distinctive doctrines of their faith while also honoring the right of others to observe their own faith. The Jail is a pluralistic environment. Rabbis, Ministers, Imams and Priests serve our inmates with conviction and commitment, while serving their own faith groups in the jail.

**ESSENTIAL FUNCTIONS:** (Essential Functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification)

**TASKS:** Plans, directs and administers all aspects of programs, both spiritual and secular in the Hamilton County Jail. The Chaplain is also responsible for the approval, training and acceptance of all lay and clergy volunteers from faiths represented by the inmate population. Develops and maintains a close working relationship with all community resources relative to the areas of responsibility.

Shall ensure that all administrative paperwork is completed and filed in a timely manner.

Facilitates all crisis interventions in the facility and also conducts daily visits to inmates to insure their understanding of available services both spiritual and secular. Responds to inmate request and grievances as required. Assists in pre-release counseling and helps with inmate re-entry into the community.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:** Spiritual knowledge for teaching and ministering, the criminal justice system, the principles of and the practice of the classification of inmates, computers and the use of Microsoft word and excel, and Pastoral counseling. Skills in interacting with people of different social, economic, and ethnic backgrounds, oral and written communications, maintaining objectivity and confidentiality in dealing with inmates, and maintaining one's personal and professional standards and ethics

**PHYSICAL REQUIREMENTS:** This classification involves working in a correctional facility to provide positive opportunities for inmates to develop social and emotional skills. The risk factor is low. Applicant should be in good health and be able to respond to an emergency situation. The classification includes the possibility for exposure to blood borne pathogens. The Hamilton County Sheriff's Office promotes a drug/alcohol-free work environment through the use of pre-employment and random drug testing.

**MINIMUM QUALIFICATIONS:**

Religious Credentials - Must be an ordained clergy or a member of an ecclesiastically recognized religious institute of vowed men and women. In lieu of professional ordination credentials, adequate documentation of the applicant's recognized religious and ministerial roles in their respective faith is required.

Education - Must possess a:

- 1) Bachelors degree in biblical studies, ministry, Christian education, psychology, or Christian counseling from an accredited college or university; and
- 2) Master of Divinity degree consisting of 90 hours of graduate study from an Association of Theological Schools (ATS) accredited residential seminary or school of theology is preferred but not required or may submit equivalent educational credits for consideration for the masters degree with the understanding that they must be pastoral and theological based.

**SALARY RANGE:** \$34,557.00 - \$51,836.00 (annualized)

**WEBMASTER**

**DEFINITION:** Under direct supervision, day-to-day management of the Sheriff's Office internal and external web sites. Design, develop and document changes, ensure reliability of web servers and sites, and implement new web technologies. Works closely with other County offices on web site content and presentation.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**TASKS:** Prepares plans for the Web site identifying goals, operational objectives, strategic approach, budget requirements; provides reports such as server statistics studies, site audits, and user requirement surveys. Determines appropriate site architecture for the presentation of corporate information on the site. Manages the content, flow and accessibility of information on the site by working with appropriate content providers and systems experts.

Provides advice and counsel to departmental clients on the appropriate and effective presentation of Web documentation by promoting the proper use of web tools and keeps up-to-date on developing web standards. Develops and promotes the use of a "house-style" (uniform fonts, icons, page format, document organization, etc) so that all site documentation presents a uniform look and feel; promotes the use of templates or other electronic aids to assist authors in preparing appropriately formatted documents. Maintains the home page and certain other primary site documents as well as a Frequently Asked Questions (FAQ) document where necessary.

Actively participates in departmental planning, which provide input to help establish objectives, enhances the site by sharing best practices, and establish standards and guidelines for content. Ensures the effectiveness of the two-way communication process on the site by responding to or redirecting inquiries, identifying user needs based on this feedback, and incorporating such information into the strategic planning cycle.

Promotes the site to appropriate internal and external audiences by contact with other Webmasters, establishing pointers from other relevant sites and WWW search sites, organizing information seminars, encouraging the promotion of the site through other departmental communications vehicles, and representing their organization on inter-departmental working and advisory committees. Makes sure that time sensitive content is updated on schedule. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:** Knowledge of federal, state and county laws, rules, regulations, practices and procedures related to websites and web development; of programming languages, video, audio, flash, ASP and other software and hardware tools used in web development; of graphic arts design; and of web security methods; and of database implementation in web applications. Skill analyzing customer/client needs; creating, designing, programming, implementing, and troubleshooting systems applications; providing technical support and training to staff and end users; utilizing verbal and written communication to develop and present reports, training and presentations related to systems needs or innovations; learning and implementing new technologies to better serve the end user; utilizing customer service/public relation's techniques when responding to inquiries and complaints; and establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS:** Work requires attention to detail and extensive computer keyboarding. May require working evenings and weekends and being on call.

**MINIMUM QUALIFICATIONS:** The equivalent of an Associates Degree, and/or experience in WWW site development and management from the point-of-view of communications, marketing and customer service combined with a strategic understanding of the Internet marketplace. Advanced technical aptitude and knowledge of Web technologies, appreciation of browser compatibility issues. Ability to work productively with design and content. Superior written and oral communication skills. Knowledge of effective Web authoring practices and presentation techniques. Knowledge of relevant software such as HTML, ASP and Photoshop, as well as graphics applications and techniques. Experience in communications project coordination, and the ability to remain aware of long-term goals while producing immediate solutions. Initiative, judgment and tact are required to interact with senior management and clients. Understanding of the fundamentals of environmental assessment, planning and evaluation; appreciation of government-wide and departmental objectives, programs, services and responsibilities as they relate to the WWW.

**SALARY RANGE:** \$44,236.00 - \$66,354.00 (annualized)

## **CORRECTIONS OFFICER**

**DEFINITION:** Under direct supervision, provides a safe and healthy environment for inmates and visitors to the Hamilton County Jail including family members, parole board members, probation officers, and other members of the criminal justice system; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.)

**TASKS:** Tasks performed by Corrections Officers in the Hamilton County Jail vary by assignment and may be placed in any one of the many responsibilities and assignments based on department needs. However, each Corrections Officer is expected to meet a minimum standard of providing a stable, coherent, and predictable facility where inmates and visitors are relatively safe, conditions are humane and opportunities for meaningful work and/or programs are available.

Executes emergency and contingency plans; takes responsibility for safety, security and sanitation in the assigned area.

This class description provides the basic requirements of the job of Corrections Officer. Details about the many responsibility and assignments may be found in the corresponding attachments located in the Sheriff's Office Human Resources Office. The seventeen assignments include: Booking, Central Control, Commissary, Court Holding, Floors, Food Services, Maintenance, Medical, Property, Records, Recreation, Security, Sentence Management, Training, Transportation, Visitation, and Laundry as well as any other related duties as assigned.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:** Knowledge of ACA Standards for Adult Local Detention Facilities; applicable federal, state and local statutes, ordinances, laws, rules, regulations, policies and procedures; the principles and practices of corrections management; the Hamilton County Jail procedures; the principles, practices, and procedures of the criminal justice system; and radio communications. Skill in interacting with public, law enforcement and the courts; acute observation and awareness of activities in a jail setting; executing and maintaining effective relationships with inmates; maintaining one's personal and professional standards; operating jail equipment in an emergency situation; and oral and written communications

**PHYSICAL REQUIREMENTS:** Work involves intense concentration on activities going on around one's location on a constant basis throughout the entire 8-hour shift. Employees and inmates are both subject to harm and danger with the possibility of airborne/blood borne pathogens. The Hamilton County Sheriff's Office promotes a drug/alcohol-free work environment through the use of pre-employment and random drug testing.

**MINIMUM QUALIFICATIONS:** Applicant must be at least twenty-one (21) years old (must be 21 in Tennessee to carry a weapon), be a citizen of the United States, be a high school graduate or possess its equivalency, which shall include a general educational development (GED), not have been convicted of, or pled guilty to, or entered into a nolo contendere to any felony charge or to any violation of any federal or state law or municipal ordinance relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances; not have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States; have the persons fingerprints on file with the Tennessee Bureau of Investigation; have passed a physical examination by a licensed physician; have a good moral character as determined by a thorough investigation conducted by the Sheriffs Office; and be free from an disorder as described in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association that would, in the professional judgment of the examiner, impair the subject's ability to perform any essential function of the job or would cause the subject to pose a direct threat to public safety. An applicant must be certified as meeting these criteria by a Tennessee licensed health care provider qualified in the psychiatric or psychological fields.

**SALARY RANGE:** \$32,090.00 - \$48,135.00 (annualized)

**NOTICE OF SPECIAL ASSIGNMENT**

**SHERIFF'S DEPUTY (SCHOOL RESOURCE OFFICER)**

**DEFINITION:** Under direct supervision, patrols the unincorporated areas of Hamilton County in an assigned sector and district; answers service calls ranging from barking dogs to initial investigation of homicides; enforces law and regulations; investigates traffic accidents; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.)

**TASKS:** Patrols unincorporated areas of the County; answers services calls ranging from barking dogs to initial investigation of homicides; enforces laws and regulations; investigates traffic accidents and controls the scene; conducts follow-up investigations; locates wanted persons; makes arrests; recovers lost and stolen property; testifies in criminal or civil proceedings; serves citizens of Hamilton County for the purpose of protection of life and property; conducts special assignments.

Operates a patrol car in performing neighborhood and business watches; writes reports (e.g. traffic, property, person, arrest; arrest supplements; etc.); appears in court to testify as required; photographs traffic accident scenes; recontacts victims to gather additional information; arrests offenders based on probable cause; maintains patrol vehicle including refueling and performing minor/routine maintenance; observes appropriate radio communications while discussing law enforcement matters with dispatchers.

Reconstructs accident scenes, including fatalities and serious injuries; presents findings of accidents to District Attorney's office for prosecution; uses proactive, highly visible law enforcement techniques to prevent accidents; safeguards life and property; processes crimes coming into the jurisdiction of the Sheriff's Office; serves as canine patrol officer providing training of canines; answers calls and conducts drug searches, and fugitive tracking; answers domestic violence calls and assists in the mediation of same.

Serves as School Resource Officer or DARE Officer for a local school providing an experienced law enforcement officer, counseling services to students, parents, and faculty; presents educational programs, campus activities, and club activities; serves as a bridge between students and teachers, students and parents, and students and the community; increases student awareness that contraband such as weapons and illegal substances will not be tolerated on campus.

Identifies drunk or impaired drivers and affects an arrest to remove them from the highways; prepares for court presentation to assist in the positive prosecution of suspects; performs investigation of traffic accidents; collects evidence and property from the scene; draws conclusions as to what happened and the responsible party; protects the residents of Hamilton County through law enforcement activities aimed at eliminating the criminal element from the community.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:** Knowledge of the principles and practices of child psychology as used in the assignment of School Resource Officer; applicable federal, state and local statutes, ordinances, laws, rules, regulations, policies and procedures; available resources for providing youth with activities as an alternative to street activities; and the psychological makeup of criminal perpetrators; criminal activities and methods of operation. Skill in maintaining one's personal and professional standards; developing and maintaining effective relations within the law enforcement community and throughout the county; developing and maintaining manual and automated systems; maintaining one's personal and professional standards; analyzing data and drawing meaningful conclusions; developing information resources from informants; and maintaining proficiency through ongoing training and education.

**PHYSICAL REQUIREMENTS:** This classification involves work in a law enforcement environment including potential for physical harm to self or others in the line of duty. Other hazards include exposure to infectious diseases. The Hamilton County Sheriff's Office promotes a drug/alcohol-free work environment through the use of pre-employment and random drug testing.

**MINIMUM QUALIFICATIONS:** Candidate:

- (1) must have two (2) years of full time POST certified law enforcement experience;
- (2) an associates or a bachelor degree from an accredited college or university with a major in criminal justice, law enforcement, police science or related field is preferred but not required;
- (3) must have no disciplinary action on file within the last year;
- (4) must submit a letter of interest and explain why they want to be a School Resource Officer;
- (5) must submit a letter of recommendation from current supervisor and in the event a supervisory change has taken place within the past year, a letter from both supervisors is required; and
- (6) will successfully complete an approved Basic SRO School.