



## Position Available – Internal/External Job Title: Deputy Sheriff – Cadet Sponsorship

**The Wexford County Sheriff's Office is officially recruiting 2 candidates to send to the August 2023 Police Academy.**

Classification: 80 hours bi-weekly  
Full-time  
Full Benefits  
POAM Union

Hourly Wage: \$25.01 – \$29.27

Benefits Include: Hybrid Pension – minimum 5% employee contribution  
Health, Dental & Vision Insurance –10% employee contribution  
Paid Vacation, Holiday Pay & Medical Leave  
Life Insurance  
Short-term Disability Insurance

Qualifications:

- Applicants must be a United States Citizen & a Michigan resident
- Applicants cannot have a felony conviction or be a suspect in a case with the reasonable belief the applicant committed the felony
- A college education is not required, though it is recommended
- **Wexford County may determine in its sole discretion to pay the cost of tuition for an employee's voluntary attendance at the MCOLES Policy Academy subject to certain conditions**
- Applicants must show a pattern of fiscal responsibility
- Applicants must have good moral character
- Must pass medical examination, drug screen, psychological evaluation and background check
- Possession of a valid Michigan Motor Vehicle Operators License
- High School graduation or equivalent
- Prior law enforcement, criminal justice, or military experience is not mandatory, however, is preferred
- Compliance with all state laws pertaining to minimum age requirements
- Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties
- Ability to operate office equipment, including computer, typewriter and calculator
- Ability to work days, nights, weekends and holidays
- Skill in the use of firearms
- Reasonable knowledge of radio/telephone communications preferred

*\*\*This is a partial listing only. A complete position description may be obtained in the County Administrator's Office or online at [www.wexfordcounty.org](http://www.wexfordcounty.org).*

Supervision: Administrative Lieutenant

Application Due: Applications **due by 4:00 p.m. on Monday, April 10, 2023**, County Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI, 49601.

WEXFORD COUNTY SHERIFF'S OFFICE is officially recruiting up to 5 candidates to send to the August 2023 Police Academy and, upon successful completion of the academy, hire as full-time Sheriff's Deputies. The Sheriff's Office wishes to invest in the future of deserving candidates by fully sponsoring them as cadets in the Police Academy and offering them a career opportunity. Individuals sought must be high-school graduates or equivalent, have a valid driver's license, must pass criminal background check, solid work ethic, proper communication and writing skills, demonstrated integrity, and have a passion for service and care for the community. Applicants must be able to meet licensing standards for Michigan Law Enforcement Officers; those standards can be found on the [Michigan Commission on Law Enforcement website](#). Upon selection and signing of the sponsorship agreement, cadets will be paid while attending the academy and receive full benefits, and the cost of tuition, books, and required test fees will be covered in full. Upon successful completion of the academy and receiving MCOLES certification, the cadets will be transitioned to full-time employees with the Wexford County Sheriff's Office as Sheriff's Deputies. More information can be obtained at [www.wexfordcounty.org](http://www.wexfordcounty.org) or from the Wexford County Human Resources Office, 437 E. Division Street, Cadillac, MI 49601. Job-related questions can be answered by calling the Wexford County Sheriff's Office at 231-779-9216. Application, cover letter, and resume are due to the HR Office by 4:00 PM on April 10, 2023.



## **WEXFORD COUNTY DEPUTY SHERIFF**

### **JOB DESCRIPTION**

Approved: January 1993; Revised 08/09/19

To perform the work of prevention and detection of crime and the enforcement of the general criminal laws of this State and County, including: patrolling assigned County roads and areas, investigating and assisting in the investigation of complaints and purported crimes; to perform necessary record keeping work; to serve or assist in serving civil papers; and to perform related work as required.

### **SUPERVISION RECEIVED**

Work is performed under the general supervision of a superior officer.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position will be called upon to perform any or all of the following essential duties: (These examples do not include all of the duties which the employee will be expected to perform.)

1. Makes split second decisions regarding the use of deadly weapons as necessary and appropriate.
2. Drives a patrol vehicle under variable conditions, including at high rates of speed while under extreme weather and road and traffic conditions.
3. Accurately assesses the potential for as well as criminal activity and makes independent decisions to detain, question and/or arrest and take into custody.
4. Physically restrains and/or subdues persons as necessary including extremely physically aggressive and/or emotionally agitated persons.
5. Remains calm and deliberate and communicates effectively at all times including under extreme duress and/or provocation and/or highly stressful circumstances.

## **DEPUTY SHERIFF (Cont'd)**

6. Confronts and controls circumstances frequently involving physical trauma including dismemberment and maiming, and extremely emotionally explosive situations.
7. Endures prolonged periods of stress and physically demanding work including but not limited to lifting, dragging and carrying heavy loads for prolonged periods of time, standing for prolonged periods of time, and running, walking, crawling, climbing for prolonged periods of time while carrying heavy weights.
8. Patrol county roadways to enforce traffic and safety laws and ordinances. Observes and apprehends traffic law violators, issuing citations as necessary. Check records of detained citizens for possible outstanding warrants and continuously observes vehicles as possibly stolen. Assists stranded motorists and serves as a general crime deterrent.
9. Receives dispatched calls and promptly responds to a variety of citizen, civil and criminal complaints/service requests. Such incidents include robbery, breaking and entering, assault, vandalism and domestic assaults.
10. Assists citizens and initiates investigation by collecting evidence, noting circumstances and participants, interviewing witnesses and victims, and protecting crime scenes. Provides immediate assistance to injured citizens and obtains backup assistance as needed.
11. Follows up and completes investigations of complaints as part of Law Enforcement operations.
12. Prepares detailed, accurate, and concise reports of service activity, including complaints, accidents, arrests, findings and conclusions. Forwards to supervisor for review and seeks clarification as necessary. Deputies must be able to articulate clarification requested by the Prosecuting Attorney.
13. Appears in Court to effectively present evidence on cases as an arresting officer or witness.
14. Makes property checks on business and residential areas to ensure security of community and property.
15. Attends training sessions to learn improved methods, special service techniques and to keep current on law enforcement/legal practice. Must be able to qualify with department issued firearms. Ability to maintain fitness for duty.

## DEPUTY SHERIFF (Cont'd)

16. Uses a variety of equipment such as speed monitoring, firearms, computers, cellular devices, restraining devices, communications system, manuals, flares/extinguishers, bullet proof vests, identification equipment and motor vehicles which may include motorcycles, boats, snowmobiles and all-terrain vehicles.
17. Actively encourages community support for law enforcement, through citizen engagement, community policing and crime prevention.
18. May be assigned to develop skill set in and serve as a specialist in certain areas of technical service, i.e., K-9 handler, Accident Investigator, Marine/Snowmobile/ORV patrol, Court Officer/transport, Evidence Technician and so forth.
19. Serves civil process papers on citizens and business as necessary.
20. Performs related work as required.

### ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSAs) and duties are essential. An employee in this class, upon hiring, should have the equivalent but not limited to the following:

- Comprehensive knowledge of roads and principle locations in the County.
- Ability to use written/verbal skills to prepare accurate, concise and timely written records and reports.
- Ability to act quickly and calmly in emergencies.
- A high degree of skill in the use of firearms.
- A high degree of strength, agility, and physical endurance.
- Ability to enforce laws, rules and regulations with firmness and tact.
- Possession of a valid Michigan Motor Vehicle Operators License.
- Michigan Commission on Law Enforcement Standards (MCOLES) certified or certifiable.
- Ability to exercise good judgment and sound reasoning.
- Ability to lift and carry 50 pounds on a regular basis to perform duties.
- Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties 4 and 7.
- Meet all MCOLES licensing standards.
- High school graduation or its equivalent.

- Reasonable work experience, in law enforcement, corrections, or Military preferable.
- Compliance with all state laws pertaining to minimum age requirements. Employee of this class, upon appointment, shall be deputized with full authority for “enforcement” of the general criminal laws of this State” as specified by statute.