



# CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees  
Sheriff

## HIRING COORDINATOR

Grade W34 – Non-Exempt

Starting Salary - \$60,216 annually / \$28.96 hourly

### GENERAL DUTIES:

This position is a professional, civilian position, whose primary responsibilities include developing and managing the recruitment efforts and pre-employment processes for the Carroll County Sheriff's Office for our law enforcement, correctional, and civilian positions as well as managing our internship programs for high school and college students.

### AVAILABILITY:

Primary Hours - Monday through Friday 7:00 a.m. – 3:30 p.m. / 7:30 a.m. – 4:00 p.m. / or 8:00 a.m. – 4:30 p.m. with ½ hour lunch. *A flexible or atypical work schedule may be occasionally required due to testing and recruitment events.*

### ELIGIBILITY:

- Must be a U.S. Citizen or a resident alien
- Must be at least 18 years of age
- Must possess a high school diploma or GED recognized by the State Board of Education
- Must possess a valid driver's license
- Must be able to read, write, and speak the English language
- Must meet the minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at [sheriff.carrollcountymd.gov](http://sheriff.carrollcountymd.gov) / employment / hiring process)

### QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree in Business Administration or Criminal Justice, or related field preferred
- Associate Degree required
- Minimum four years Human Resources experience and certifications a plus
- Prior law enforcement and / or corrections experience preferred
- Prior experience with pre-employment investigative processes or general investigative experience preferred
- Ability to successfully obtain and maintain CN2 certification with CJIS
- Ability to successfully complete training course in Techniques of Fingerprinting for Livescan
- Position requires travel for recruitment events and meetings, college visits, career fairs, and community events
- Position requires a flexible work / travel schedule (overnight stays may be required)

- Position requires extensive periods of sitting
- Position requires extended periods of computer-based tasks
- Position may require the ability to lift 30-50 pounds, as well as push, pull or move objects

*\*A comparable amount of training and experience may be substituted for the minimum qualifications*

**ESSENTIAL TASKS:**

- Researches and develops recruitment strategies for CCSO; establish networks within community for recruitment purposes
- Manages external communication plans related to social, professional, and public safety specific networking sites to identify and recruit qualified candidates
- Coordinates and schedules recruitment events, job fairs, and other events related to recruitment; ensures attendance of appropriate staff, i.e., Corrections / Law Enforcement personnel
- Design and recommend budgetary requirements for recruitment; manage approved recruitment/pre-employment portion of budget
- Develops, coordinates, and manages internship program; prepares and processes all paperwork associated with interns
- Processes all necessary paperwork related to contractual background investigators, to include contract
- Manages pre-employment phases of the hiring process; initiates/prepares position announcements and oral interview documents
- Coordinates, schedules, and manages entry level testing process
- Monitors and tracks all aspects of the pre-employment process
- Communicates with applicants for Stage 2 of the hiring process
- Coordinates with Media Specialist for social media and CCSO website updates regarding recruitment and employment opportunities
- Communicates with applicants to answer hiring related questions and responds to inquiries
- Responds to inquiries from allied agencies regarding status of applicants
- Manages and assigns background files to contractual background investigators for CCSO applicants as well as allied public safety agencies, when needed
- Conducts computer-based records checks on applicants for background investigators
- Quality check completed backgrounds for accuracy and compliance with state commissions/CCSO requirements
- Analyzes data and information to prepare comprehensive reports to determine suitability and eligibility of applicants for employment
- Compiles recruiting and hiring statistics
- Provides updates to Commander, Professional Services Branch, on status of applicants
- Conducts/assists with background investigations, as needed
- Conducts Livescan fingerprinting of applicants, as needed
- Maintains storage and retention schedules for all pre-employment records

- Performs any other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Federal and State employment laws/practices and EEOC regulations
- Knowledge of Microsoft Windows based computer programs to include Word, Excel, and Outlook, Power Point, and Publisher
- Knowledge of recruitment and employment procedures and practices
- Knowledge of Correctional and Police Standards and Training Commissions certification regulations
- Knowledge of Code of Maryland Regulations (COMAR) as it pertains to Correctional and Police agencies
- Knowledge of NCIC/METERS
- Must have excellent relationship building skills
- Must have excellent oral and written communication/interpersonal skills
- Ability to analyze and interpret various computer-based records checks
- Ability to analyze and interpret hiring process questionnaires
- Ability to communicate recruitment and hiring information appropriately and effectively to varied audience levels
- Ability to establish effective working relationships with other staff, governmental / allied agencies, and public
- Ability to effectively organize, plan, and prioritize tasks to meet varied deadlines
- Ability to work independently with minimal supervision
- Ability to understand Law Enforcement / Correctional agency rules, regulations, and policies
- Ability to exercise sound judgment and respond with tact, understanding, diplomacy, fairness, and firmness
- Ability to maintain a high level of confidentiality while managing sensitive information
- Ability to manage conflict and negotiate solutions
- Ability to succeed in a team environment

**SELECTION PROCESS:**

*The selection will be based on, but not limited to the candidates successfully completing the following steps:*

- Application
- Integrity Questionnaire
- Review of Resume
- Oral Interview
- Completion and review of Confidential Questionnaire
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical/Medical Examination

- Final Command Review/Interview
- Final Job Offer

**REQUEST PROCEDURE:**

To be considered for this position, qualified candidates must complete and submit an employment application electronically through **PoliceApp.com no later than 11:59 p.m. on Monday, July 15, 2024.**

For more information about this position visit our website at **sheriff.carrollcountymd.gov**

*"One or more positions may be filled using this vacancy announcement"*

**The Carroll County Sheriff's Office is an Equal Opportunity Employer**