



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

HR SPECIALIST - RECRUITMENT / PRE-EMPLOYMENT

Grade W26 – Non-Exempt
Starting Salary - \$53,436 annually

GENERAL DUTIES:

This position is primarily responsible for assisting the Hiring Coordinator with all stages of the hiring selection process and communicating with applicants throughout the entire hiring process. In addition, this position may also be required to support other HR Specialists as needed, which may include post-employment, payroll / timecard submissions, and FMLA / worker's compensation responsibilities. The Carroll County Sheriff's Office is seeking an outgoing individual with the ability to perform with a high level of independence, exercise sound judgment, provide excellent communication skills and maintain strict confidentiality.

AVAILABILITY:

Primary Hours - Monday through Friday 7:00 a.m. – 3:30 p.m. or 7:30 a.m. – 4:00 p.m. with ½ hour lunch. A flexible or atypical work schedule is typical 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 English
- Must meet the minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at sheriff.carrollcountymd.gov).

QUALIFICATIONS AND REQUIREMENTS:

- Associate Degree in Human Resources, Marketing, Business Administration, or related field preferred
- Experience with recruiting and attending job fairs a plus
- Ability to successfully obtain and maintain CN2 certification with CJIS
- Ability to become a Notary Public for the State of Maryland
- 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:

- Assists with the development and implementation of recruitment strategies for various law enforcement, correctional, and civilian positions
- Attends recruitment events, job fairs, and other events related to recruitment

- Monitors the on-line applicant tracking system
- Communicates with applicants for Stage 1 of the hiring process
- Screens all applications, Integrity Questionnaires, and Confidential Questionnaires for applicant eligibility requirements based on law enforcement, corrections, and civilian position standards
- Participates in entry level testing for law enforcement, corrections, and select civilian position applicants
- Assists with the implementation of oral interviews
- Communicates with applicants to answer hiring related questions and responds to inquires
- Assists with computer-based checks for background investigations
- Conducts Livescan fingerprinting of applicants, as needed
- Responds to inquiries from allied agencies regarding status of applicants
- Assists with external communication plans related to social, professional, and public safety networking sites to identify and recruit qualified candidates
- Assists with background investigations of applicants, as needed
- Assists other HR Specialists, as needed
- Participates in educational opportunities; reads professional publications; maintains personal networks; participates in professional organizations
- Performs any other related duty 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 communicate recruitment and hiring information appropriately and effectively to varied audience levels
- Ability to establish and maintain effective working relationships with other staff, governmental/allied agencies, and the general public
- Ability to effectively organize, plan, and prioritize tasks to meet varied deadlines
- Ability to work independently on multiple projects with minimal supervision
- Ability to analyze and interpret policy and related questions
- Ability to understand Law Enforcement / Correctional agency rules, regulations, and policies
- Ability to interpret hiring process documents
- Ability to exercise good judgment, courtesy, and tact in dealing with general public
- Ability to maintain a high level of confidentiality while managing sensitive information
- 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
- Submission of resumè
- Oral Interview Board
- 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 Wednesday, August 21, 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