



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

HR SPECIALIST - RECRUITMENT / PRE-EMPLOYMENT

Grade W26 – Non-Exempt
Starting Salary - \$48,173 annually / \$23.16 hourly

GENERAL DUTIES:

This position is responsible for coordinating all stages of the hiring selection process and communicating with applicants throughout the entire hiring process. 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 7:30 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 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:

- Bachelor's 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 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:

- Develops and manages recruitment strategies for various law enforcement, correctional, and civilian positions
- Monitors the on-line applicant tracking system; responsible for ongoing communications with applicants throughout the process
- Tracking all aspects of the hiring / applicant / pre-employment process
- Manages the selection, screening, and interviewing of applicants
- Assist with external communication plans related to social, professional, and public safety

networking sites to identify and recruit qualified candidates; assist with job postings on various websites and social media posts

- Coordinates and attends various recruitment and career fairs
- Coordinates the scheduling of adjunct recruiters to attend job / career fairs
- Facilitates various internship positions; supervise interns; coordinate schedules and assignments for interns within the Sheriff's Office
- Participates in educational opportunities; reads professional publications; maintains personal networks; participates in professional organizations
- Maintains storage and retention schedules for all records within the section assigned
- Assists with background investigations of applicants when needed
- Performs any other related duty as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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 NCIC/METERS
- Must have excellent relationship building skills
- Must have excellent interpersonal skills when interacting with potential applicants, and current staff, as well as various governmental and business partners
- Ability to communicate appropriately and effectively to varied audience levels (supervisor/co-workers/public)
- Ability to establish and maintain constructive and cooperative working relationships with other staff, governmental agencies, and the general public
- Ability to effectively organize, plan, and prioritize tasks to meet varied deadlines
- Ability to work independently on multiple projects
- 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 utilize social media tools effectively in work environment
- 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
- Completion and review of Confidential Questionnaire and resumé
- Oral Interview Board
- 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, October 20, 2021**. 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