



# CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees  
Sheriff

## **HIRING MANAGER** **Grade W34 – Non-Exempt** **Starting Salary - \$54,912 annually / \$26.40 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 7:30 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](http://sheriff.carrollcountymd.gov))

### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's Degree in Business Administration, Criminal Justice, Social Science, Psychology, or related discipline preferred
- Human Resources 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:**

- Manages HR Specialist in Recruitment / Pre-Employment
- Manages contractual background investigators for quality of work and compliance with state commissions requirements
- Manages internship programs

- Manages application processes for Corrections, Law Enforcement, and civilian positions within the agency
- Manages and assigns background investigations for allied public safety agencies as needed
- Manages external communication plans related to social, professional, and public safety specific networking sites to identify and recruit qualified candidates
- Develops and manages recruitment strategies for various law enforcement, correctional, and civilian positions
- Establishes networks within the community to develop leads for recruitment purposes
- Ensures scheduling and attendance at job fairs, recruitment events, and other events as needed
- Responsible for managing the recruitment / pre-employment portion of the budget
- Creates and coordinates position announcements; manage job postings on various websites; coordinate social media posts and website
- Coordinates, schedules, and manages testing process
- Tracks all aspects of the hiring / applicant / pre-employment process
- Interacts with applicants to answer questions, respond to inquiries, and provides appropriate forms and questionnaires to applicants
- Analyze data and information to prepare comprehensive reports to determine suitability and eligibility of applicants for employment; prepares and presents hiring and recruiting statistics
- Provides updates to Commander, Professional Services Division, to provide applicants status
- Provides recommendations to Commander regarding suitability of applicants for employment
- Participates in educational opportunities; reads professional publications; maintains personal networks; participates in professional organizations
- Conducts computer-based criminal checks for background investigators
- Conducts background investigations, as needed.
- Performs any other related duty as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Federal and State employment laws and practices
- Knowledge of 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) Title 2, Title 3, and Title 12 as it pertains to Correctional and Police agencies
- Knowledge of NCIC/METERS
- Must have excellent interpersonal skills when interacting with potential applicants and current staff, as well as various governmental and business partners
- Must have excellent relationship building skills
- Ability to establish effectively 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 analyze and interpret policy and related questions
- 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 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](https://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](https://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*