



Vision Vitality Variety
County of Vance
Employment Opportunities

Vance County Human Resources
122 Young Street, Ste B
Henderson, NC 27536
Phone: (252) 738-2017
Fax: (252) 738-2039 (FAXED APPLICATIONS ARE ACCEPTABLE)
Hours: 8:30 A.M. – 5:00 P.M. Monday – Friday

*Effective January 1, 2009, Vance County will **only accept applications** for **positions** for which we are **actively recruiting** below or in the media. If you are interested in a position that is not being advertised, you may come in to our office and complete an Applicant Interest Card for future openings.*

If you are interested in any of the following openings, please complete a Vance County application and submit to the above address. A County Employment Application is available at www.vancecounty.org. A resume may be submitted with your application. All applicants are subject to pre-employment drug testing and a criminal background check.

This Employer Participates in E-Verify. Este Empleador Participa en E-Verify.

Vance County is an Equal Opportunity Employer

UPDATED April 17, 2015

Position: County Manager (Re-Opened)
Posting Date: April 8, 2015
Salary: The County will offer a competitive salary to the selected candidate.
Closing Date: Open Until Filled

Vance County, North Carolina (*Home of Kerr Lake*) is inviting applications from highly qualified candidates for the County Manager position. Located in the North Central Piedmont area, Vance County is just minutes away from the Raleigh, Durham, and RTP areas. Governed by a seven-member Board of Commissioners, the county has approximately 450 full and part-time employees, a county wide general fund budget of \$53,064,344 and a population of 45,000. The County Manager is responsible for general administration of all County departments and agencies under the guidance of the Board of Commissioners and for maintaining effective relationships with a wide variety of community stakeholders. The ideal candidate will have exceptional administrative, communication, interpersonal, and relationship-building skills, as well as the proven ability to provide strong leadership and direction. The selected candidate will be politically astute with an open management style that is collaborative, inspiring, and team-oriented. A leader who embraces transparency, diversity, and accountability is a must. A progressive record of strong professional, administrative leadership and developing high performance organizations is an important consideration.

Minimum Education and Experience:

A bachelor's degree with emphasis in Public or Business Administration, Economics, Finance, or related field is required; a master's degree is preferred. Minimum of 3 years' experience as a County Manager; 5 years' experience as a Deputy County Manager or comparable experience at other government levels; or at least 5 years of senior level management experience in Public or Business Administration.

Knowledge, Skills, & Abilities:

Technical knowledge of the governing process at federal, state, and local levels; demonstrated knowledge of difference between county and municipal government functions; demonstrated knowledge

of current county programs, services and budget; articulate knowledge and value of comprehensive organizational planning, implementation, and evaluation to facilitate change and progress; excellent written and oral communication skills; ability to establish and maintain effective working relationships with local and state elected officials, Board of Commissioners, department heads, and the general public.

Description of Duties:

Performs complex executive work planning, directing and coordinating the overall operation of the County, ensuring proper operations, staffing and budgeting, advising and assisting the Board of Commissioners on operations and governance, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Commissioners. Organizational supervision is exercised over all personnel within the organization.

Special Requirement:

Submit a letter of interest, detailed resume with references **and** a completed Vance County application to Vance County Human Resources as directed on application.

Must reside in Vance County or be willing to re-locate to Vance County in 6 months.

Vance County is an Equal Opportunity Employer

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**Department: Social Services- Senior Center**  
**Position Title: Nutrition Site Manager (Part-time) (NEW)**  
**Salary Range: \$9,336 (Approx. 19hrs. / week)**  
**Application Close Date: May 1, 2015**

**Minimum Training and Experience Requirements:**

High school diploma. Experience with food handling procedures and sanitary guidelines. Supervisory experience and ability to receive ServSafe Certification within 6 months of hire.

**Knowledge, Skills, & Abilities:**

Thorough knowledge of principles and practices of the field of nutrition. Thorough knowledge of dietary assessment techniques. Considerable knowledge of the principles of supervision and management. Considerable knowledge of current research findings and trends. Considerable knowledge of community resources and socio-economic groups. Skill in interviewing, counseling, and dietary assessments; ability to plan, develop, direct, and evaluate a nutrition program; ability to train and supervise students, interns, administrative support and professional staff. Ability to establish rapport with community agencies and groups such as hospitals, hospice, medical society, civic groups and schools.

**Job Description/Duties:**

This position manages delivery of congregate and home delivered meals and oversees a team of volunteers serving over 100 clients daily. This employee provides direct services that will ensure a safe and sanitary environment for all clients and that nutrition services meet state standards. Employee maintains documentation of services and ensures that nutrition site runs efficiently and provides excellent customer service to clients.

**Special Requirements:**

Proficiency desired in Typing, Word, and Computer knowledge.

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Department: Social Services
Position Title: Social Worker IA/T – Children’s Services (NEW)
Salary Range: \$38,292 - \$40,200 (DOQ)
Application Close Date: May 1, 2015

Minimum Training and Experience Requirements:

Master's degree from an accredited school of social work and one year of social work experience; or a Bachelor's degree from an accredited school of social work and two years of social work or counseling experience; or Master's degree in a counseling field and two years of social work or counseling experience; or a four-year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination of training and experience. One year of work experience can be credited for completion of the social work collaborative.

Knowledge, Skills, & Abilities:

Thorough knowledge of social work principles, techniques and practices and their applications to complex casework, treatment, and investigation of abuse or neglect of children; thorough knowledge of policies and procedures as evidenced by the ability to cite the authority of federal and state law; thorough knowledge of individual and group behavior, family dynamics, and medical, behavioral and/or psychosocial problems and their treatment theory. Considerable knowledge of governmental and private organizations and resources in the community. Ability to interact and motivate a resistant involuntary client population and the public who may not agree with the laws, rules or policies of the process or the programs; ability to prepare documentation such as written investigative reports for the court, case records and treatment plans; ability to testify as an expert witness; ability to employ advanced case management interview techniques to establish a supportive relationship and involve families in the initial assessment for the need of services; ability to quickly assess the risks and safety of the client environment during daylight hours, after dark and in high crime areas; ability to employ expert negotiation skills in the most complex cases; ability to analyze and assess child development safety issues in relation to risk factors; ability to analyze tense family situations and make decisions about removing children when the decision has to be made with limited direct information and limited access to consultation; ability to communicate effectively and establish supportive client relationships. Ability to perform manual work exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to move objects.

Job Description/Duties:

The Social Worker IAT position is responsible for the investigation/assessment and treatment of children and families based on allegations that are reported to Child Protective Services. The worker is responsible for the development and implementation of intervention plans and safety plans; must be able to talk directly, simply and precisely to the clients; must be innovative, creative, and flexible in his/her approach with the child; must be able to express self clearly to the court, lawyers, and others.

Special Requirements:

Proficiency desired in Typing, Word, and Computer knowledge.
Must have a valid driver's license.

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**Department: Social Services**  
**Position Title: Processing Assistant IV (NEW)**  
**Salary Range: \$23,604- \$24,780 (DOQ)**  
**Application Close Date: April 22, 2015**

**Minimum Training and Experience Requirements:**

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience. Strong computer software skills desired. Bilingual urged to apply.

**Knowledge, Skills, & Abilities:**

Significant knowledge of office or work unit procedures, methods and practices. Significant knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or

proofread correspondence, reports and other materials. Significant knowledge of accounting procedures, mathematics and their application in the work environment. Ability to learn and independently apply laws and departmental rules and regulations covering programs and services. Ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations. Ability to apply a variety of work-related formulas or mathematical calculations. Ability to record, compile, summarize and perform basic analysis of data. Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature. May require ability to supervise and coordinate the work of other staff, student workers or volunteers.

**Job Description/Duties:**

This position will be stationed at the front desk/reception area of the Ruin Creek Road location and ensures customers are routed to the appropriate staff and make certain that customers register for all services beneficial to their families. The position must promote the agency's mission: treat all customers with dignity and respect and promote safety and self-sufficiency for individuals and families in our community. The diversity of services provided by the agency requires this position to be professional, organized, flexible, culturally competent, and able to multi-task. This position must be able to work in a fast paced environment with a high volume of customers. This position is a source of information for the customers educating them of agency services, programs and other community resources and collaborates with all units to increase the quality and quantity of services, while minimizing customer wait time. This position will complete state logs, compile statistical reports, track monthly referrals, permits and licenses. This position is subject to upcoming changes incurred through NCFast/Work Support Initiative.

**Special Requirements:**

Proficiency desired in Typing, Word, and Excel.

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Department: Social Services
Position Title: Spanish Interpreter II (NEW)
Salary Range: \$28,140- \$29,544 (DOQ)
Application Close Date: April 22, 2015

Minimum Training and Experience Requirements:

Graduation from high school or GED and two years of experience in interpreting and translating English and the required foreign language in a setting that requires a knowledge of the programs or services. Demonstrates fluency and skill necessary to meet the needs of the organization and client populations served; or an equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Knowledge, Skills, & Abilities:

Ability to translate/interpret all verbal information and written materials in English and the foreign language. Basic knowledge of the ethics of interpreting. Ability to assess communication skill level of client and exercise judgment in determining services to be rendered. Ability to understand and interpret information in the various dialects of that language. Working knowledge of the program area. General knowledge of office processes and procedures.

Job Description/Duties:

Employee will be responsible for interpreting and translating for all Spanish speaking clients who come to the Department of Social Services and the Senior Center. Work involves providing verbal interpretation of all information shared between staff and clients/parents/caregivers, etc. Work involves translating all written materials and providing clients with written documentation. The Spanish Interpreter will serve as a point of contact for clients and may coordinate transportation, arrange referrals to local services and resources, and ensure that appropriate services are determined, offered, received, or given. The Spanish Interpreter will accompany Social Workers and other workers on home visits and will assist them with clients coming into the office, ensuring they understand rules and regulations. The Spanish Interpreter is responsible for interpreting in court.

This position is responsible for the yearly Civil Rights/Title VI-LEP training to all Social Services and

Senior Center staff and all new employees hired after the yearly training.

Special Requirements:

Proficiency desired in Typing, Word, Excel, PowerPoint and public speaking.
Must have a valid driver's license.



Department: Social Services
Position Title: Social Worker Supervisor II (Adult Services) (Re-Advertised)
Salary Range: \$38,292 - \$40,200 (DOQ)
Application Close Date: Open Until Filled
Current applicants do not need to re-apply

Minimum Training and Experience Requirements:

Master's degree in social work from an appropriately accredited institution and one year of directly related experience; or a bachelor's degree in social work from an appropriately accredited institution and two years of directly related experience; or a master's degree in a human services field from an appropriately accredited institution and two years of directly related experience; or a bachelor's degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor's degree from an appropriately accredited institution and four years of directly related experience; or an equivalent combination of education and experience.

Knowledge, Skills, & Abilities:

Knowledge of methods and principles of casework supervision and training. Considerable knowledge of social work principles, techniques and practices and their application to specific casework and community problems. Considerable knowledge of behavioral and socioeconomic problems and their treatment and governmental and private organizations and community resources. Considerable knowledge of the laws, regulations and policies which govern social work programs. Ability to supervise, train, or orient lower level social workers, students, interns, or other staff. Ability to express ideas clearly and concisely and to plan and execute work effectively.

Job Description/Duties:

This position supervises all Adult Services including, but not limited to: Adult Protective Services, Guardianship, Medicaid Administrative Claiming (Special Assistance), In Home Aide Services, Community Alternative Program Services, and monitoring of Adult Care Facilities. Assigns cases to workers and coordinates work flow operations. Supervises staff through case review and consultation. Ensure that all State and Federal standards are met and that revenue is drawn down appropriately. Ensure that day sheets and case notes comply with all State regulations. Work in unit involves services to adults needing protective services, money management, emergency intake, in-home aide personal care services and monitoring of rest homes, etc.



Department: Fire & EMS
Position Title: EMT Paramedic I
Salary Range: (DOQ)
Application Close Date: Open Until Filled

Minimum Training and Experience Requirements:

Graduation from high school and one year experience as a EMT- Paramedic; or an equivalent combination of education and experience.

North Carolina Emergency Medical Technician-Paramedic
North Carolina Hazardous Material Level I
North Carolina Emergency Vehicle Driver
ACLS, PALS or PEEP, BCLS, ITLS

Possession of a valid North Carolina "Class C" driver's license.

Paramedic I: 0-2 years experience **(\$35,064- \$36,816 DOQ)**

Paramedic II: 2-5 years experience **(\$38,292- \$40,200 DOQ)**

Paramedic III: 5 + years experience **(\$41,808- \$43,908 DOQ)**

Knowledge, Skills, & Abilities:

Considerable knowledge of and skill in administering emergency medical procedures and techniques. Considerable knowledge of anatomy and physiology. Considerable knowledge of intravenous therapy and skill in recognizing adverse conditions. Considerable knowledge of equipment and supplies employed in emergency care of patients and accident victims. Considerable knowledge of County and City geography and locations of roads and streets. Skill in recognizing patient traumas and signs and symptoms of medical emergencies to determine appropriate treatment. Ability to perform duties in accordance with established emergency medical procedures and techniques, medical protocols and standing orders. Ability to work with a diverse socio-economic population, based on the unique situations encountered. Ability to respond quickly and calmly in emergencies and stressful situations. Ability to drive safely an ambulance in adverse conditions and according to motor vehicles laws. Ability to communicate effectively in a tactful and firm manner with the public. Ability to deal with stress and death and dying patients. Ability to accurately record services provided on required forms. Ability to work with co-workers, law enforcement personnel, fire and rescue squads, medical personnel, patients and the general public. Ability to maintain vehicles, equipment, and facilities. Ability to maintain confidentiality of patient contact.

Job Description/Duties:

Vance County EMS is currently recruiting a motivated individual to fill a Paramedic position to respond to emergency and non-emergency calls. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, hazards associated with firefighting and emergency medical work including exposures to fumes, odors, dusts mists, gases, poor ventilation, and oils. The worker may be required to wear a respirator to work; the employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Performs patient assessment, basic and advanced life support treatment in accordance with protocols established by the department and the County's Medical Director; as certified, draws blood, administers approved medications; initiates intravenous fluids; performs pulmonary ventilations; administers CPR; provides airway management and cardiopulmonary resuscitation; oxygen administration; hemorrhage control; treatment for shock; bandaging and dressing injuries and splinting of fractures and dislocations; treatment of injuries to various parts of the body; provision of basic/advanced life support for medical injuries, assisting in normal and abnormal childbirth, treatment of injuries and burns; lifting and moving patients for transfer to a medical facility. Transports patients to local and regional medical facilities, maintaining contact with medical staff while in transport and assuring care of patient.

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**Department: Fire & EMS**

**Position Title: Basic EMT (Part-time)**

**Salary Range: \$11.39/hour**

**Application Close Date: Open Until Filled**

**Minimum Training and Experience Requirements:**

High School diploma; applicant must be currently enrolled in a Paramedic Class OR scheduled for the next Paramedic class OR possess a current EMT-Paramedic certification with adequate continuing education hours, BCLS, ACLS, PALS/PEPP, PHTLS/BTLS certifications required. Must have a current valid driver's license, pass pre-employment drug screen, criminal and driving record check & assessment center evaluation that includes skills testing and oral boards prior to an offer of employment.

**Knowledge, Skills, & Abilities:**

Considerable knowledge of County and City geography and locations of roads and streets. Ability to work with a diverse socio-economic population, based on the unique situations encountered. Ability to respond quickly and calmly in emergencies and stressful situations. Ability to drive safely an ambulance in adverse

conditions and according to motor vehicles laws. Ability to communicate effectively in a tactful and firm manner with the public. Ability to deal with stress and death and dying patients. Ability to accurately record services provided on required forms. Ability to work with co-workers, law enforcement personnel, fire and rescue squads, medical personnel, patients and the general public. Ability to maintain vehicles, equipment, and facilities. Ability to maintain confidentiality of patient contact.

**Job Description/Duties:**

Respond to emergency and non-emergency calls. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, hazards associated with firefighting and emergency medical work including exposures to fumes, odors, dusts mists, gases, poor ventilation, and oils. The worker may be required to wear a respirator to work; the employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Work is supervised on site by a Fire Captain and/or a higher level EMT when needed and is evaluated through conferences, observation, discussion of procedures at fire scenes and treatments at emergency situations, and public feedback.

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Department: Fire & EMS
Position Title: Paramedic (Part-time)
Salary: \$15.53/hour
Close Date: Open Until Filled

Minimum Training and Experience Requirements:

High school diploma or equivalent, current NC EMT-Paramedic certification with adequate continuing education hours. BCLS, ACLS, PALS/PEPP, PHTLS/ITLS certifications required. Minimum of 1 year field experience as an EMT-Paramedic. Recent Paramedic school graduates will be considered but will start as an EMT-Basic.

Knowledge, Skills, & Abilities:

Considerable knowledge of and skill in administering emergency medical procedures and techniques. Considerable knowledge of anatomy and physiology. Considerable knowledge of intravenous therapy and skill in recognizing adverse conditions. Considerable knowledge of equipment and supplies employed in emergency care of patients and accident victims. Considerable knowledge of County and City geography and locations of roads and streets. Skill in recognizing patient traumas and signs and symptoms of medical emergencies to determine appropriate treatment. Ability to perform duties in accordance with established emergency medical procedures and techniques, medical protocols and standing orders. Ability to work with a diverse socio-economic population, based on the unique situations encountered. Ability to respond quickly and calmly in emergencies and stressful situations. Ability to drive safely an ambulance in adverse conditions and according to motor vehicles laws. Ability to communicate effectively in a tactful and firm manner with the public. Ability to deal with stress and death and dying patients. Ability to accurately record services provided on required forms. Ability to work with co-workers, law enforcement personnel, fire and rescue squads, medical personnel, patients and the general public. Ability to maintain vehicles, equipment, and facilities. Ability to maintain confidentiality of patient contact.

Job Description/Duties:

Serves as a member of an emergency or non-emergency medical unit responding to calls for assistance and transporting patients as necessary. Administer Paramedic level life support techniques and procedures based on patient assessment. Completes necessary records and reports for emergency and non-emergency calls including information for billing documentation and legal accountability. Participates in cleaning and maintaining of ambulance, equipment, station and premises.

Special Requirements

Prospective applicants will be required to pass a pre-employment drug screen, criminal and driving record check. An assessment center evaluation that includes, skills testing and oral boards prior to an offer of employment.

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**Department:** Detention Center  
**Position Title:** Detention Officer I  
**Salary Range:** \$25,764 - \$27,060 (DOQ)  
**Application Close Date:** **Open Until Filled**  
**3 Positions Available**

**Minimum Training and Experience Requirements:**

Completion of high school supplemented by courses in law enforcement or detention; or an equivalent combination of training and experience.

**CERTIFICATION/EXPERIENCED AS A DETENTION OFFICER PREFERRED.**

**Knowledge, Skills, & Abilities:**

Working knowledge of federal, state, and local laws pertaining to inmate sentencing pretrial conditions, and release; working knowledge of policies and procedures covering inmate security, classification, care and discipline; ability to exercise sound judgment in routine and emergency situations; ability to work in a hazardous and confining work environment; ability to deal tactfully and firmly with inmates and the public; ability to prepare and maintain accurate records; ability to maintain effective working relationships with supervisor, other employees, and the public; ability to actively listen to inmate conversations and sounds in the facility and exercise judgment in determining potential security problems.

**Special Requirements:**

Applicant must be able to pass a physical examination; meet the minimum standards set by the State of North Carolina for jail personnel; must be at least 21 years old.

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Department: Detention Center
Position Title: Detention Shift Supervisor (Sergeant)
Salary Range: \$29,412- \$30,876 (DOQ)
Application Close Date: **Open Until Filled**
12-Hour Shift Position

Minimum Training and Experience Requirements Completion of high school supplemented by courses in law enforcement or detention and experience in custody and the care of inmates; or an equivalent combination of training and experience.

Knowledge, Skills, & Abilities:

Considerable knowledge of policies and procedures covering inmate security, classification, care, and discipline; Working knowledge of personnel policies, laws, and regulations and of modern and effective supervisory principles of motivations, communications, leadership, discipline, and performance coaching and evaluation; Skill in collaborative conflict resolution; Ability to supervise detention staff including effective training, communications, performance coaching and evaluation, and related activities; Ability to make sound decisions concerning inmate discipline; Ability to exercise sound judgment in routine and emergency situations; Ability to work in a hazardous and confining environment; Ability to deal tactfully and firmly with inmates, law enforcement personnel, and the general public; Ability to prepare and maintain accurate records; Ability to establish and maintain effective work relationships with the supervisors, other employees, law enforcement and court personnel, and the general public; Ability to actively listen to inmate conversations and sounds in the facility and exercise judgment in determining potential security problems.

Physical Requirements:

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and perform repetitive motions; Must be able to perform very heavy work exerting up to 50 pounds of force occasionally, and 20 pounds of force frequently, and up to 10 pounds of force constantly; Must possess

visual acuity to prepare records and reports; observe people and things for security purposes, and operate electronic control panels and view computer screens.

Special Requirements:

Applicant must be able to pass a physical examination; meet the minimum standards set by the State of North Carolina for jail personnel; must be at least 21 years old.

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**Department:** Sheriff's Office  
**Position Title:** Deputy Sheriff  
**Salary Range:** \$29,412- \$30,876 (DOQ)  
**Application Close Date:** Open Until Filled

**Desirable Experience and Education:**

Graduation from high school and completion of basic law enforcement training; possession of a Basic Law Enforcement Certificate preferred; or an equivalent combination of education and experience.

**Knowledge, Skills, & Abilities:**

Working knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, serving papers, mental health detention and commitment procedures; pursuit, and arrest.

Working knowledge of law enforcement principles, practices, methods and equipment.

Some knowledge of scientific crime detection and criminal identification methods and procedures.

Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.

Skill in collaborative conflict resolution.

Ability to act with sound judgment in routine and emergency situations.

Ability to communicate effectively in oral and written forms.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

**Physical Requirements:**

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pound of force occasionally; 20 pounds frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

**Special Requirements:**

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers with prospects of successfully completing the entire certification process within prescribed time frames.

May require radar and other certifications.

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Department: Sheriff's Office
Position Title: Deputy Specialist
Salary Range: \$32,112- \$33,720 (DOQ)
Application Close Date: Open Until Filled

Minimum Training and Experience Requirements:

Graduation from high school and considerable law enforcement experience supplemented by specialized training in the area of assignment; or an equivalent combination of education and experience.

Knowledge, Skills, & Abilities:

Considerable knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, civil process, serving papers, pursuit, and arrest; Considerable knowledge of law enforcement principles, practices, methods and equipment; Considerable knowledge of scientific crime detection and criminal identification and/or narcotics interdiction and other special narcotics investigations methods and procedures; Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics; Skill in collaborative conflict resolution; Ability to act with sound judgment in routine and emergency situations; Ability to communicate effectively in oral and written forms; Ability to present effective court testimony; Ability to prepare clear and concise activity reports; Ability to build and maintain cooperative and effective public relations with the citizens; Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Physical Requirements:

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions; Must be able to perform medium work exerting up to 50 pound of force occasionally; 20 pounds frequently; and 10 pounds constantly. Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

Special Requirements:

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers.

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**Department: Sheriff's Office**  
**Position Title: Deputy Lieutenant**  
**Salary Range: \$38,292- \$40,200 (DOQ)**  
**Application Close Date: Open Until Filled**

**Minimum Training and Experience Requirements:**

Completion of a two-year degree in Criminal Justice; or graduation from high school supplemented by basic and advanced courses in law enforcement and administration and considerable experience in law enforcement work including supervisory and management experience; or an equivalent combination of training and experience.

**Knowledge, Skills, & Abilities:**

Considerable knowledge of law enforcement principles, practices, methods, and equipment. Considerable knowledge of state and federal laws, local ordinances, and policies of the Sheriff's Department. Considerable knowledge of the physical, economic, and social characteristics of the County. Considerable knowledge of the specialized area of law enforcement to which assigned including patrol, investigations, and narcotics. Considerable knowledge of modern and effective supervisory principles and practices including motivations, communications, leadership, and performance coaching and evaluation. Considerable knowledge of the Counties budgeting, purchasing, and personnel policies. Skill in the use of firearms and other police equipment and in the application of self-defense tactics. Ability to lead and inspire confidence among subordinates officers, and to work through subordinate supervisors to manage shift operations. Ability to act with sound judgment in routine and emergency situations. Ability to perform detailed criminal investigations in an effective manner. Ability to prepare clear and concise

activity reports. Ability to build and maintain cooperative and effective public relations with the community.

**Physical Requirements:**

Must be able to physically perform all or a combination of the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions. Must be able to perform heavy work of exerting up to 50 pounds of force occasionally, and 20 pounds of force frequently. Must possess the visual acuity to perform extensive reading and computer related work.

**Special Requirements:**

Possession of a valid North Carolina driver's license and have completed the minimum requirements established by the North Carolina Sheriff Training and Standards Council for certified law enforcement officers. Prefer Intermediate law enforcement certification.

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Department: Sheriff's Office
Position Title: Chief Deputy (NEW)
Salary Range: \$45,660- \$47,952 (DOQ)
Application Close Date: Open Until Filled

Minimum Training and Experience Requirements:

Graduation from a four year college with degree in criminal justice supplemented by law enforcement training and extensive law enforcement experience, including extensive supervisory experience; or an equivalent combination of education and experience.

Knowledge, Skills, & Abilities:

Thorough knowledge of state and federal laws, local ordinances and policies of the law enforcement department. Thorough knowledge of law enforcement principles, practices, methods and equipment. Considerable knowledge of the application of information technology to modern law enforcement work. Considerable knowledge of the County personnel policies, budget and purchasing procedures, and supervisory practices and laws and regulations related to supervision and personnel. Considerable knowledge of modern management practices including supervisory motivation, communications, leadership, performance coaching and evaluation, conflict resolution, and delegation. Considerable knowledge of liability issues as they relate to law enforcement. Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics. Skill in collaborative conflict resolution. Ability to act with sound judgement in routine and emergency situations. Ability to present effective court testimony and make public presentations. Ability to prepare clear and concise administrative and activity reports. Ability to build and maintain cooperative and effective public relations with the citizens, department staff, County officials, and other law enforcement agencies. Ability to lead and inspire confidence under the stress of emergency conditions. Ability to make effective public presentations.

Duties and Responsibilities:

An employee in this class is assigned special management work supporting the Sheriff in the management of the department. Work includes planning, organizing, and directing the work of the department for efficient and effective operations; preparation and administration of the department budget; coordinating the staffing of the department including hiring, training, and work assignment; overseeing the maintenance of departmental records including personnel records; supervision all daily operations of the department through subordinate supervisors including investigations, detention center, patrol, civil process, and court security functions. Work requires significant judgement and leadership. The employee is subject to hazards in law enforcement work including exposure to various hazards such as dangerous persons and loud noises. Work is performed in accordance with departmental policy and state and federal law, supplemented with guidance from the Sheriff. Work is performed under general supervision and is evaluated through observation, discussion, review of reports and community acceptance.

Physical Requirements:

Must be able to physically perform the basic life functions of stooping, standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions. Must be able to perform light work exerting up to 20 pounds of force occasionally; 10 pounds of force frequently; and a negligible amount of force constantly. Must possess the visual acuity to operate a law enforcement vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to perform extensive reading, work with figures, operate a computer terminal and prepare and review a variety of records and reports.

Special Requirements:

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers with prospects of successfully completing the entire certification process within prescribed time frames.

END

