



Marion County is recruiting to fill  
current vacancies for

# Reserve Deputy Sheriff Enforcement

Recruitment #R140-7

(applications are currently being accepted for the  
academy beginning in October, 2010)



# Marion County, Oregon

# THE SHERIFF'S OFFICE

The mission of the Sheriff's Office is to provide the highest level of public safety services in partnership with our communities. The department has 313 full time employees in the Institutions, Enforcement, Operations, and Parole and Probation divisions.

The Enforcement Division provides public service typically associated with law enforcement, including patrol/traffic enforcement, criminal investigation unit/street crimes unit, marine enforcement, search and rescue unit, and special weapons and tactics team.

For more information about the Sheriff's Office, please visit our web site at <http://www.co.marion.or.us/SO/>.

## MINIMUM REQUIREMENTS

It is imperative that applicants include, **on the application form**, details of education, skills and experience as they pertain to the qualifications shown below.

### **Education Requirement: High School Diploma or Equivalent**

- ◆ Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services. **In order to qualify for this position, you must complete the driving history release form included in the employment application.**
- ◆ Must meet the following State Department of Public Safety Standards and Training requirements:
  - ◇ United States Citizen within one year of employment
  - ◇ At least 21 years of age at the time of employment
  - ◇ Declared by a physician as able to perform the physical duties required by the occupation
  - ◇ Of good moral fitness, without legal conduct involving moral turpitude, dishonesty, fraud, deceit, misrepresentation, and conviction of drug and/or sex crimes.
- ◆ Must successfully complete all required training standards established by the Sheriff's Office and DPSST.
- ◆ Possess knowledge of and experience in using a keyboard and PC equipment. May be required to pass a keyboarding test.
- ◆ Positions in this class may be required to work rotating shifts, split shifts or other alternative work schedules and may be subject to call back.
- ◆ Selected applicants will be required to pass the Stanard POST Test and Oregon Physical Abilities Test (ORPAT), administered by Marion County. For more information about the ORPAT, go to <http://www.oregon.gov/DPSST/AT/ORPAT.shtml>.
- ◆ Finalists must pass medical/drug evaluations and a psychological exam by county appointed practitioners.

**Information regarding the minimum qualifications for Oregon law enforcement officers is available in section 259-088-0010 of the Oregon Administrative Rules at [http://arcweb.sos.state.or.us/rules/OARS\\_200/OAR\\_259/259\\_008.html](http://arcweb.sos.state.or.us/rules/OARS_200/OAR_259/259_008.html).**

**EQUAL EMPLOYMENT OPPORTUNITY:** Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor. **To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.**

## JOB DUTIES

**Time commitment is a minimum of 24 hours per month with 16 of those hours dedicated to patrol functions and entail the following:**

Patrol: Serves and protects the public and enforces local and state laws. Observes and/or investigates, pursues, apprehends, detains, cites and/or restrains and escorts suspected law violators to a custody facility.

Criminal/Traffic Investigations: Interviews victims, witnesses and suspects. Conducts background investigations. Employs sensitivity and compassion when communicating with victims and the public.

Evidence: Identifies, documents, photographs, measures and collects evidence at crime scenes and later presents the evidence through testimony in court.

Computerized Report Writing: Operates a computer to document each investigation with a complete, understandable, brief and accurate written report.

Public Relations: Builds personal contacts with the public on a proactive basis. Provides crime prevention and deterrence training to the public. Maintains a high level of visibility in the community. Prepares and delivers oral presentations to the public at forums such as schools, community meetings, etc.

Emergencies: Applies department policy and uses judgment under stressful circumstances while responding to and/or reacting to hazardous emergency situations.

Hazardous Materials: Utilizes training to recognize and report hazardous material incidents.

Civil Process: Effects personal service of subpoenas, summons, writs, restraining orders and other civil papers on the public.

Communication: Utilizes training to converse over a two-way radio, cellular telephone, and computer mail via workstation and Data System (MDS).

Maintains Proficiency: Completes firearms qualifications at, or above, a standard marksmanship score; asserts above average driving skills under stressful and non-stressful conditions. Maintains knowledge of laws and court decisions. Reviews briefing information on a daily basis.

Observations: Observes activities in assigned area, notes law violations, performs security checks and maintains a high degree of alertness over long periods of time. Gathers and disseminates intelligence information.

## BEHAVIORAL EXPECTATIONS

Provides backup and support to co-workers; establishes and maintains professional and effective working relationships with customers, co-workers and other agencies; maintains punctual and regular attendance; complies with department and county policies, procedures and regulations; participates fully as a member of a team; participates fully as support to a service area or areas; participates in employee training and orientation; provides training to co-workers as requested; performs other job duties as assigned by supervisor; wears personal protective equipment when performing job tasks that increase risk of exposure to blood or body fluids.

## PHYSICAL REQUIREMENTS

Operates a motor vehicle in the performance of duties; maintains a current Oregon driver's license and an acceptable driving record; sees close and distant objects within normal parameters and uses peripheral vision; sees at night and under dark or low light settings; demonstrates sufficient depth perception; differentiates between colors; uses olfactory senses; hears within normal range; speaks clearly; uses a loud voice to shout; sits, walks, stands and moves around in the work area for extended periods of time; climbs stairs and/or inclines repeatedly; bends, stoops, crawls and kneels; kicks doors open; engages in repetitive motion of feet and legs for extended periods of time (bike patrol); lifts and carries up to 50 lbs; pulls and pushes up to 100 lbs; pushes doors open using shoulder; reaches for and lifts 10 lb objects; turns neck and twists body 90° in either direction; uses chemical agents to quell disturbances/ riots; works in a wide range of indoor and outdoor temperature conditions; writes legibly; grasps, handles and manipulates objects with hands; implements finger dexterity to manipulate objects; holds, aims and discharges firearms with sufficient accuracy to maintain minimum department qualifications; works flexible hours during the day and week; works day, afternoon, evening and night shift; meets the Department of Public Safety Standards and Training (DPSST); meets and maintains Oregon Physical Ability Test standards.

## MENTAL REQUIREMENTS

Communicates effectively and coherently orally and in writing; uses proper spelling, grammar and punctuation; utilizes basic math functions, such as addition, subtraction, multiplication and division; retains knowledge; works independently; accepts reasonable, instructive and professional criticism and responds with professional and appropriate behavior; remains calm in stressful situations; exercises discretion in personal behavior and in decision making; applies deductive, inductive and cognitive reasoning skills, problem analysis and problem solving; applies creativity when problem solving; identifies what constitutes good customer service and consistently applies those qualities to one's job performance; possesses sufficient interpersonal skills in order to enable one to deal with a wide variety of personalities and to maintain a professional demeanor; works as a team member, in a team environment, and participates in the successful completion of a common goal; trains others; conveys clearly and concisely a series of steps and/or concepts to another individual in order for them to become proficient at a task that is new to them.

## COMPENSATION

The position of Reserve Deputy Sheriff is a voluntary un-paid position. There are, however, some events such as crime scene security and other details compensated at an Entry Level Deputy Trainee pay rate.

## HOW TO APPLY

To apply for this position, please submit a Marion County Employment Application to Marion County Human Resources.

***Application packets can be mailed or faxed to:***

Marion County Human Resources  
PO Box 14500, Suite 4250  
Salem, OR 97309  
FAX: (503) 588-5495

Finalists for this position will be subject to an extensive background investigation. Some issues that might cause an applicant to be withheld from further consideration would be:

- ◆ Two or more traffic citations within the past 12 months.
- ◆ A FELONY conviction under state or federal law, or MISDEMEANOR conviction relating to domestic violence; sex crimes; crimes against persons; unlawful use, manufacture, sale or possession of a controlled substance; weapons offenses; menacing; or any other crime that would preclude applicant from obtaining or maintaining DPSST certification.
- ◆ Any false, fraudulent or misleading statement provided during the application or hiring process, whether made by the applicant or by others at the applicant's request, may result in rejection of application, denial of employment, or dismissal from county service. Some instances may also result in prosecution for a crime.
- ◆ Any military discharge with a characterization other than honorable may require additional documentation. Marion County may request written authorization to request official military records from the appropriate branch of service to make a determination regarding fitness for employment.

If you have any questions, contact the Marion County Sheriff's Office by telephone at 503-588-8567, or email to:

Sergeant Kristin Knutson at: [kknutson@co.marion.or.us](mailto:kknutson@co.marion.or.us)  
Deputy Scott Kometz at: [skometz@co.marion.or.us](mailto:skometz@co.marion.or.us)

Deputy Chris Bangs at: [cbangs@co.marion.or.us](mailto:cbangs@co.marion.or.us)  
Deputy Justin Kinyon at: [jkinyon@co.marion.or.us](mailto:jkinyon@co.marion.or.us)