

Job Announcement Description

Allegheny County Sheriff's Department- Deputy Sheriff

Job Title: **Deputy Sheriff**

Department: Sheriff's Office

SALARY: Deputy Sheriff 1 - \$27,040.00/yr
Deputy Sheriff 2 - \$33,976.59/yr
Deputy Sheriff 3 - \$36,962.02/yr
Deputy Sheriff 4 - \$61,610.64/yr
Deputy Sheriff 5 - \$63,458.93/yr

How to Apply:

Applications will be accepted between the hours of 8:00 a.m. – 4:30 p.m. from Thursday, August 13, 2009 through Friday, September 18, 2009. All applications must be returned in person or by mail to the above address. A resume may not be substituted for an application. **Applications must be received by the closing date.**

Requirements for Making Application:

- Must be a United States Citizen
- Must be at least 18 years of age

Education/Training Requirements at the time of filing the application:

- **Sixty (60) credits from an accredited college or university must be completed at the time of filing the application. An official transcript must accompany the application.**
 - **Thirty (30) credits may be waived for applicants with at least two (2) years of full active military duty with an Honorable Discharge. A DD 214 showing character of discharge must accompany the application.**
 - **Fifteen (15) credits may be waived for applicants who have a current Act 120 certification (MPOETC). A copy of the certification must accompany the application.**

Applicants who meet the above requirements and who are Act 120 certified are preferred.

Application Fee:

Each completed application must be accompanied by a \$20.00 non-refundable fee*. The fee may be waived upon the applicant's submission of proof of eligibility for public assistance (cash assistance). Payment must be by certified check or money order to County of Allegheny. Cash and personal checks will not be accepted. *Fee may be refunded if the Education/Training Requirements are not met at the time of filing the application.

Testing Date:

The test will be administered on Tuesday, October 6, 2009. Prior to the testing date, candidates will receive an admission letter in the mail, which will include the date, time, and place of testing.

IMPORTANT:

Applicants who have previously applied for the position of Deputy Sheriff must apply again.

Summary:

The Sheriff and the Deputy Sheriffs are authorized to make arrests for any and all violations of criminal statutes and ordinances. The Sheriff's Office is the law enforcement arm of the courts and includes the extradition of prisoners between any other jurisdiction in the United States and Allegheny County. The Sheriff's Office is responsible for the processing, docketing and service of Civil Court papers, the collection of fees for services, the issuance of licenses to firearms dealers and persons wishing to carry concealed weapons, and has the duty of notifying by mail prospective jurors who are to serve in the Criminal and Civil Divisions of the Common Pleas Court. The Office lends assistance to federal, state, city, borough and township law enforcement agencies when requested.

Scope of the Selection Process:

- **Written Examination:** A multiple-choice exam
Examination Dates: Applicants will be notified by mail approximately two weeks prior to the exam.
- **Background Investigation:** Applicants must be free from convictions of disqualifying criminal offenses. A disqualifying criminal offense is defined as a criminal offense for which more than one year in prison can be imposed as punishment. A polygraph exam is included as part of the background investigation.
- **Physical Agility Test**
- **A minimum of one Oral Interview.**
- **Psychological Examination:** MMPI and interview with a psychologist.
Administered only after a conditional offer of employment has been made.
- **Medical Examination:** Administered only after a conditional offer of employment has been made.

Prior to Appointment:

- Must possess a valid PA driver's license.

Training:

All newly-hired Deputy Sheriffs are required by the Sheriff to complete the Basic Police Training Course at the Allegheny County Police Training Academy and additional required Deputy Sheriff training.

Residency:

Must become a resident of Allegheny County prior to appointment and must maintain Allegheny County residency.

Veteran's Preference:

Veterans' Preference will be awarded to eligible candidates. Discharge and separation papers, (DD214) must be submitted to the Department of Human Resources at the time of filing the application. Applicants claiming Veterans' Preference for a deceased spouse must submit a copy of the death certificate. Military or National Guard reservists must provide an original Statement of Service letter from their current Reserve or National Guard Commanding Officer at the rank of Colonel (Army, Air Force, or Marine), Captain (Navy or Coast Guard) or higher. The letter must include:

- A statement that characterizes your current service (i.e., honorable or under honorable conditions)
- Date Military or National Guard reserve began
- Completion date of Military reserve obligation

Checklist for the Application Process:

1. Have you signed the application in two places (Certification Statement and Permission to Investigate)?
2. Have you included your official college/university transcript?
3. Have you included your DD 214 for Veteran's Preference?
4. Have you included the \$20.00 test fee?

Information for the Written Exam:

If you have successfully completed the application process, approximately ten days before the test an information packet will be mailed to you. It will include the following items:

1. Your Admission Letter for the Written Examination
2. Your Study Guide.

DO NOT DISCARD THE LETTER. YOU WILL BE REQUIRED TO PRESENT THE ADMISSION LETTER ON THE DAY OF THE EXAMINATION.

You also are required to present a photo ID on the date of the examination. Your exam will not be scored unless you present your photo ID at the exam.

The passing grade on the written examination is 75% based on a possible score of 100%. If you are eligible to receive Veteran's Preference and submitted the required documentation with your application, your results letter will indicate that 10 points were added to your score. Please note: Ten points will be added only if you pass the exam.

You will receive your results in the mail several weeks after the exam.

Municipal Police Officers' Education and Training Commission Requirements:

- Be 18 years of age or older.
- Possess a high school diploma or GED Equivalency.
- Be a citizen of the United States.
- Be free from convictions of disqualifying criminal offenses.
- Be able to read at no less than the ninth grade level, as established through the administration of the Nelson-Denny Reading Test.
- Be personally examined by a Pennsylvania-licensed physician.
- Be personally examined by a Pennsylvania-licensed psychologist and found to be psychologically capable of exercising appropriate judgment or restraint in performing the duties of a police officer.
- Be evaluated to determine physical fitness using the standards developed by the Cooper Institute for Aerobics Research in Dallas, Texas.
- Certify whether they have taken a physical examination or psychological evaluation conducted in conjunction with an application for police employment within the previous year and the outcome of the examination or evaluation.
- Be subject to a thorough background investigation conducted by the applicant's employing police department.
- Successfully complete a basic police training course given at a Commission-certified school or obtain a waiver of training.

For more information regarding the MPOETC Requirements and Cooper Standards, please visit the MPOETC website,  <http://www.mpoetc.state.pa.us/>.