

**MENOMINEE COUNTY, WISCONSIN
MENOMINEE COUNTY SHERIFF'S OFFICE
JOB POSTING**



Position Title: Chief Deputy	Department: Sheriff's Office	Division/Section: Administration
Classification: FLSA Hourly; Full-Time	Wage/Salary: Not to exceed \$30.95/hour	Supervisor: Sheriff
Supervision Exercised: Patrol and Dispatch	Posting Date: Friday, February 23, 2024	Deadline Date to Apply: Friday, March 1, 2024
Position Summary: This position assists the Sheriff in planning, directing, and monitoring all aspects of the Sheriff's Office. The Chief Deputy is responsible for ensuring continuous leadership and consistent administrative procedures within the Sheriff's Office. The Chief Deputy further serves as the shift commander on his/her rotation and is required to perform routine patrol duties on his/her shift.		

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Managerial Duties and Responsibilities

1. Functions as senior officer in charge in the absence of the Sheriff and assumes the duties, responsibilities, and authority of the Sheriff in the Sheriff's absence.
2. Coordinates the follow-up and case management of department criminal investigations.
3. Maintains the safety and security of field operations.
4. Plans, directs, and controls the Sheriff's Office budget, to include payroll and other expense approvals.
5. Provides supervision to, manages the schedules of, and helps address the unresolved difficulties of assigned personnel; provides and/or schedules required training; issues discipline as warranted; and recommends commendations and awards as appropriate.
6. Oversees preparation of all required reports for state and federal agencies; forwards required training records to the Law Enforcement Standards Board; submits such other reports as may be required by the Sheriff from time to time.
7. Plans, implements, and monitors strategic law enforcement goals and objectives; institutes policies, procedures, corrective action plans, work rules, and other controls necessary to achieve goals and objectives; and promotes positive cultural values and integrity through effective communication and leadership.
8. Oversees maintenance for all Sheriff Office fleet vehicles and equipment. Ensures that squad checks are completed. Orders new equipment as needed and authorized.
9. Manages on-scene command of major incidents to include criminal investigations, traffic crashes, bomb threats or multi-jurisdictional events.
10. Conducts criminal background checks for prospective new employees.
11. Attends trainings and meetings as assigned.
12. Performs other related duties as necessary or assigned.

B. Shift Supervisor and Patrol Responsibilities

1. Acts as shift commander on assigned rotations.
2. Provides 24/7 on-call guidance and support to deputies.
3. Performs traffic duties including attending initial appearances in court on behalf of the county, entering all dispositions in the computer, ordering certified driving abstracts and vehicle registration records from DOT and ensuring that the District Attorney's office receives a photocopy of all "not guilty" plea reports and citations.
4. Enters all criminal dispositions from Clerk of Court's office into law enforcement computer system.

5. Maintains personal proficiency in the use of weapons and vehicles and enforcement tools or techniques and take proper enforcement action for law violations.
6. When assigned to patrol: patrols assigned areas; answers calls and responds as appropriate; conducts traffic operations and criminal investigations in accordance with established policy and procedures; maintains radio and telephone communications; transports inmates to and from appointments and court appearances; serves papers as necessary; enters required information into the computer and on forms as prescribed; prepares and maintains required records and reports; enforces state and county laws; and performs such other duties as required of deputies.
7. Writes grants and gathers statistics and information for available grants, e.g., highway safety, click-it or ticket, OJA grants.

MINIMUM QUALIFICATIONS

- **Education and/or Experience:**
 - Must possess either a 2-year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state or a minimum of 60 fully accredited college level credits or be grandfathered as a Law Enforcement Officer.
 - Must be currently certified, or certifiable within 30 days of hire, as a law enforcement officer by the Wisconsin Department of Justice - Law Enforcement Standards Board (LESB) in the State of Wisconsin.
 - Ten years of law enforcement work experience, of which five years must be in a supervisory law enforcement position. Knowledge of the principles and practice of the criminal justice system and criminal justice administration.
 - The Selection Committee may consider a candidate with three or more years of supervisory experience based upon the candidate's other education and experience.
- **General Knowledge, Skills, and Abilities:**
 - Knowledge of: (a) the organization and functions of other County departments and city, state, and federal law enforcement, regulatory and licensing agencies; (b) firefighting, emergency medical services, hazardous material response, volunteer organizations, and two-way radio communications; and (c) development and implementation of strategic and tactical plans or operations.
 - Ability to: (a) express ideas clearly and concisely, both orally and in writing; (b) establish and maintain effective working relationships with other county officials, the news media, community groups, and the public; (c) plan realistically for the allocation and use of budgeted for assigned operations; and (d) prepare and supervise the preparation of clear, accurate, and comprehensive reports.
 - Skill in the operation of a squad, as well as a working knowledge of the operation and maintenance of all other department equipment.
- **Language Skills.** Must have excellent verbal and written communication skills.
- **Mathematical Skills.** Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- **Reasoning Ability:** Ability to: (a) use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling; (b) exercise judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs; and (c) think clearly and act effectively in emergency situations.
- **Certificates, Licenses, Registrations:**
 - Valid Wisconsin Driver's License.
 - Certification from Law Enforcement Standards Board (LESB) in the State of Wisconsin.
- **Physical Demands.** Ability to: (a) regularly stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or

smell; (b) regularly lift and/or move more than 100 pounds; (c) operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as squad car, firearms, police baton, taser, restraint devices, calculator, tape recorder, computer terminal, first aid equipment and camera; (d) coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry; (e) exert extreme physical force to restrain and subdue persons; (f) exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling; and (g) recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This position description should not be interpreted as all-inclusive or exclusive. It is intended to identify the major responsibilities and requirements of this job. The successful applicant may be required to perform job-related responsibilities and tasks other than those stated in this description.

BENEFITS. To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

BACKGROUND CHECK/PRE-EMPLOYMENT DRUG TEST. Applicants selected for an interview must submit to and successfully pass a comprehensive written examination, physical fitness examination, criminal background check, credit history check, reference check, pre-employment drug test, and psychological testing.

APPLICATION PROCESS. A complete application includes:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us); and
- Current resume; and
- Copy of college diploma and/or transcripts; and
- Copy of current LESB certification, if currently certified; and
- Copy of valid Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not advance to the testing and interview stage.

APPLICATIONS DELIVERED TO: Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, the complete application packet can be mailed to: Menominee County Courthouse, Attn: Human Resources, P.O. Box 279, Keshena, WI 54135.

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.