

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
POSITION DESCRIPTION**

<b>Position Title:</b> Full-Time Patrol Deputy	<b>Department:</b> Sheriff's Department	<b>Division/Section:</b> Not Applicable
<b>Classification:</b> Full Time	<b>Per Hour:</b> \$23.64	<b>Supervisor:</b> Sheriff Smith
<b>Supervision Exercised:</b> None	<b>Posting Date:</b> 04/23/2024	<b>Deadline Date to Apply:</b> 5/10/2024
<b>Position Summary:</b> To perform duties of a sworn Law Enforcement Officer as defined by State Constitution, State Laws, County Ordinance, and Department Policies		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs general law enforcement duties: detection and suppression of crime; enforces state law and ordinances within the County of Menominee; serves civil process papers; protection of citizen's rights, welfare and property; other duties as it relates to the Office of Sheriff.

**QUALIFICATIONS:**

- U.S. Citizen, minimum age 21, Driver license; Good driving record; Good physical condition; Eligibility for Wisconsin Law Enforcement Standards Board Certification; High School diploma; 60 college credits; Associate degree; Ability to possess a firearm; No felony convictions; No domestic abuse convictions; Vision correctable to 20/20; Good verbal and written communication skill; React quickly and effectively to stressful situations; Able to work evening, weekends and holidays; Knowledge and skills in operating a computer systems; Clear and concise speed; Ability to perform essential functions of this position; Ability to use all standard law enforcement equipment; **Must have successfully completed Wisconsin certified 720 hour recruit training or will complete recruit training prior to appointment, or presently be certified as a law enforcement officer by the State of Wisconsin.**

**NOTES:**

- Written exam; Oral interviews; Psychological profile; Medical Examination; Vision examination; Drug screening; Background investigation; Physical fitness/agility screening; Take Home Squad with residency within 15 Miles of the exterior of the County.

**APPLICATION PROCESS:**

A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us));
- Copy of High School Diploma/GED;
- Resume
- Copy of valid Wisconsin Driver's license.

Please submit all required information to the Chief Deputy Justin Hoffman at the Menominee County Sheriff's Department located at W3269 Courthouse Lane in Keshena, Wisconsin. Or mail required information to:

Chief Deputy Justin Hoffman  
Menominee County Sheriff's Department  
P.O. Box 190  
Keshena, WI 54135

Please call 715-799-3357 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.*