

Sumter County Office of Human Resources



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Sumter County
Administration Building
13 East Canal Street
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**Sumter County is Presently Seeking a
Deputy Sheriff – Animal Control Officer
Starting Salary \$22,000 - \$27,000**

Examples of Work Performed: Under occasional supervision, performs specialized law enforcement duties in order to ensure the strict enforcement of local and state laws, County ordinances and departmental policies and procedures relating to animal control, public safety and welfare. Assists the Department of Health and Environmental Control (DHEC) with rabies control activities. Performs specialized law enforcement duties in order to ensure the strict enforcement of local and state laws and County ordinances relating to animal control. Receives and investigates citizen inquiries and complaints regarding animal problems. Traps problem domestic, wild and rabid animals; tranquilizes and euthanizes animals as necessary. Performs general police and animal control duties, including patrolling areas of the County, apprehending and arresting suspects, issuing tickets and investigating incidents, questioning suspects, assisting victims, processing prisoners, maintaining order and public safety, completing required reports, tagging and securing evidence, etc. Assists DHEC with cases involving suspected rabies. Maintains case records and prepares case files for prosecution; attends hearings and provides court testimony as needed. Performs community relations duties as required. Maintains equipment and vehicles; orders equipment and supplies as needed. Assists in supervising secretarial and community service workers; supervisory duties include instructing, assigning and reviewing work; maintaining standards; coordinating activities and acting on employee problems. Offers advice and assistance as needed. May participate in officer training. Is on-call 24 hours a day, every other week, for emergency situations. Works under stressful, high-risk situations. Provides assistance to other departments as necessary. Attends required periodic training sessions and seminars; participates in required physical fitness activities. Maintains required level of proficiency in the use of firearms and evasive action/driving skills. Receives, reviews, prepares and/or submits various records including DHEC reports, missing animal reports, trap requests, incident reports, tickets, vehicle maintenance forms, investigative reports, warrants, summons and various routine reports and logs. Operates a variety of equipment such as a patrol car, firearms, radio, emergency equipment, restraining devices, camera, tranquilizer gun, syringe, catch poles, etc. Exercises care and safety in the use of equipment and tools required to complete assigned tasks. Interacts and communicates with various groups and individuals such as the immediate supervisor, Sheriff, other department personnel, trainees, County department heads and employees, judges/magistrates, court personnel, suspects, victims, witnesses, jail and Correctional Center personnel, attorneys, other law enforcement agencies, other emergency response agencies, medical personnel, veterinarians, sales representatives and the general public. Sanitizes equipment and animal holding facilities. Handles and properly disposes of hazardous materials. Performs various general administrative tasks, including but not limited to compiling data for reports, copying and filing documents, attending meetings, answering the telephone, etc. Performs related duties as required. Reports to the Captain of Special Operations.

Required Knowledge, Skills & Abilities: Has thorough knowledge of the methods, procedures and policies of the Sheriff's Department as they pertain to the performance of duties of the Deputy Sheriff for Animal Control. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has extensive knowledge of general law enforcement procedures and methods, state and local criminal and traffic laws. Is skilled in the use of firearms, their maintenance and safety practices. Knows how to operate telecommunications radio equipment. Has considerable knowledge of the techniques involved in firing tranquilizer guns and administering drugs to animals as necessary. Has knowledge of animal behavior. Is able to gather, organize and present information in an orderly manner both orally and in writing. Is able to prepare reports and testify in court as necessary. Is able to react quickly and calmly in dangerous and emergency situations. Has thorough knowledge of the layout of County roads and of locations and characteristics of the various neighborhoods. Has the ability to work under stressful, high-risk conditions related to making arrests, dealing with difficult persons, enforcing court orders handling volatile situations, etc. Is able to make sound, educated decisions. Has thorough knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the functions and interrelationships of County and other governmental agencies. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has the ability to use independent judgement as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and member of the public through contact and cooperation. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill in the care and use of required tools and equipment.

Minimum Requirements: Requires a high school diploma supplemented by one to two years of law enforcement experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must have successfully completed prescribed course of study at the S.C. Criminal Justice Academy and possess related certification(s). Must have a valid state driver's license. Must be in good physical condition. Must be able to maintain required level of proficiency in the use of firearms and evasive action/driving skills.

Benefits: One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered through the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) for County employees who are eligible. A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified applicants interested in applying should:

Visit our website at www.sumtercountysc.org for a pre-employment application

And

Fax cover letter, résumé and application to (803) 774-2827

Or

E-mail cover letter, résumé and application to lstengel@sumtercountysc.org

Opening Date: April 6, 2017

EEO/AA-DRUGS DON'T WORK

Closing Date: April 13, 2017