

## **Job Notice** **Deputy Sheriff** **Lyon County Sheriff's Office**

The Lyon County Sheriff's Office is seeking qualified candidates for the position of Deputy Sheriff. As a Deputy Sheriff, you will be responsible for maintaining public safety and enforcing laws within Lyon County, Nevada. Successful candidates will undergo a rigorous selection process.

Join us in serving and protecting the approximately 60,000 residents of Lyon County, which includes the communities of Fernley, Silver Springs, Dayton, Yerington, and Smith Valley. Apply today to become part of our dedicated law enforcement team. Candidates must be able to work varied shifts, including evenings, nights, weekends, holidays, some overtime, and rotating shifts.

**Starting hourly salary: \$30.52 (Salary range is \$30.52 - \$38.12)**

### **Benefits:**

- Twelve (12) paid holidays
- Shift Differential: \$2.00/hour for hours between 6 PM and 6 AM
- Yearly Incentive Pay of \$250.00 for Intermediate POST, \$500.00 for Advanced POST, \$600 for Supervisor POST, and \$750.00 for Management POST. Additional educational incentives of \$250. - \$750 per year based on degree.
- Annual bonus of \$250.00 for passing Nevada POST Physical Fitness Evaluation for Category 1 and 3 Certificates
- Annual Leave - Earn 40 hours in the first year of employment. Years 2 through 5, 10 hours per month; Years 6 and beyond, earn 14 hours of annual leave per month
- Sick Leave - Earn 10 hours of sick leave per month with a cap of 1250 hours
- Health insurance and 50% of dependent health insurance paid by Lyon County
- \$50,000.00 life insurance policy paid for by Lyon County
- Uniform allowance of \$1600.00 for new employees for the first year, then \$500 per quarter every year thereafter
- Department issued firearm and ballistic vest

### **Qualifications:**

- At least 21 years of age by the date of hire
- U.S. citizen by the day of the written exam
- High school diploma or G.E.D. certificate by the day of the written examination
- No conviction of any felony crime, or a crime for which you would be required to register per Nevada Law
- No convictions of any crime involving Domestic Violence or Domestic Assault
- Valid Nevada driver's license by hire date
- LATERALS WELCOME:
  - Current Nevada POST CAT I
  - Must be currently employed with a Nevada Law Enforcement agency
  - In good standing with current agency

**To Apply:** [www.lyon-county.org/jobs](http://www.lyon-county.org/jobs)

**Closing Date:** Open until filled

Lyon County is an equal opportunity employer. All hiring decisions are made without regard to sex, race, color, religion, age, sexual orientation, national origin, ancestry, or membership in any other class protected by law. Reasonable accommodations are available for qualified individuals with disabilities.

## Hiring Process:

1. Written Exam
2. Physical Agility
3. Johnson & Roberts Report (online) and Background Pre-Screen
4. Preliminary CVSA (Computer Stress Voice Analysis)
5. Background Investigation
6. Interview Panel
7. Conditional job offer, Pre-employment CVSA, Psychological Evaluation, and Physical Examination

### **WRITTEN EXAMINATION – Done on initial testing date (date to be determined)**

100 question multiple-choice examination, which includes Spelling, Vocabulary, Math, and Reading Comprehension. Must pass with a 70% or higher.

**PHYSICAL AGILITY** – Candidates who pass the written examination will be invited to participate in the physical agility examination. These standards are required to graduate the Nevada P.O.S.T. Academy.

Height by vertical jump.....	14 inches
Agility Run.....	19.5 seconds
Number of sit-ups in one minute.....	30
Number of push-ups (no time limit).....	23
300 Meter run.....	68 seconds
1.5-mile run/walk.....	16:57 minutes/seconds

### **JOHNSON and ROBERTS REPORT**

Candidates will be required to complete an online Johnson and Roberts report. Instructions for completing report will be given after receiving the application. Johnson and Roberts reports need to be completed within one week of instructions being issued.

### **BACKGROUND PRE-SCREENING INFORMATION**

Upon passing the Johnson and Roberts report, applicants must complete a Personal History Statement and provide certified copies of relevant documents to the department. Applicants should begin gathering these documents upon application submission.

- Birth Certificate
- Marriage Certificate
- Divorce Documents
- High School and College Transcripts
- Military DD-214
- Proof of Selective Service Enrollment
- DMV Driving Record
- Proof of Vehicle Insurance

### **INITIAL CVSA**

Upon completion of the Johnson and Roberts report and the background pre-screening packet, each applicant will be scheduled for a preliminary Computer Voice Stress Analysis.

### **BACKGROUND INVESTIGATION**

Upon successful completion of the initial CVSA, the applicant will be required to undergo an extensive investigation of his or her background.

### **PRE-EMPLOYMENT CVSA**

Upon successfully passing the background process, applicants will be scheduled for a pre-employment Computer Voice Stress Analysis

### **INTERVIEW PANEL**

Upon completion of the pre-employment CVSA, each applicant will be scheduled for an interview panel.

### **FINAL STEP**

Upon successful completion of the interview panel, the applicant may be given a conditional job offer at which point they will need to pass a psychological evaluation and a medical physical examination.

### **APPLICANT DISQUALIFIERS:**

The following *shall* result in disqualification:

- a. Applicant will not be 21 years of age or older by the anticipated date of hire.
- b. Applicant does not possess a high school diploma or GED.
- c. Applicant is not a United States citizen.
- d. Applicant will not have a valid Nevada driver's license by the anticipated date of hire.
- e. Applicant has conviction(s) of any felony as an adult; conviction(s) of any crime(s) requiring registration as an offender under Nevada law; and/or conviction(s) of any crime(s) involving domestic violence or domestic assault.
- f. Applicant illegally used marijuana within 18 months of the date of application.
- g. Applicant illegally used any other controlled substance within 5 years of the date of the application.
- h. Applicant is delinquent on spousal or child support obligations as of the date of the application.
- i. Intentional falsification, deception, or omission of information during or in connection with the recruitment process.

The following *may* result in disqualification:

- a. Conviction of any crime prosecutable in Nevada as a felony or gross misdemeanor.
- b. Conviction resulting in incarceration.
- c. Pending criminal charges.
- d. Involvement in the illegal sale, production, financing, or distribution of controlled substances.
- e. Affiliations or relationships with individual(s) who have been convicted of felony crimes or who have been engaged in recent or ongoing felonious activity.
- f. Disciplinary action and/or separation not in good standing from prior employment.
- g. Separation from service with the United States Armed Forces for reasons other than "honorable discharge."
- h. Demonstrated lack of financial responsibility.
- i. Deceptive results on a polygraph or voice stress analysis.
- j. Traffic violations within 3 years of the date of the application reflecting unsafe driving tendencies.
- k. Any legitimate, non-discriminatory conclusion by an oral interview panel that the candidate is not well suited for service as a Deputy Sheriff.
- l. Any other factor or combination of factors that provide a legitimate, non-discriminatory basis to reasonably indicate the applicant may not be well suited for service as a Deputy Sheriff.

Applicant dismissal based on any combination of the above criteria shall be evaluated on a case-by-case basis. The Agency shall consider the totality of the circumstances, including:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

Please visit <https://www.lyon-county.org/17/Sheriff> to view:

- EEOP
- Non-Discrimination Policy
- Limited English Proficiency Policy

## JOB DESCRIPTION

**JOB TITLE:** Deputy Sheriff  
**DEPARTMENT:** Sheriff  
**REPORTS TO:** Sergeant

**FLSA:** Non-Exempt  
**GRADE:** Deputy  
**DATE:** 10/06/2016

**SUMMARY OF JOB PURPOSE:** Responsible for performing a variety of public safety and law enforcement services. Performs law enforcement related activities that include technical and administrative functions. May be assigned to detention, court, patrol, or investigation divisions.

**ESSENTIAL FUNCTIONS:** *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Conducts policing activities in assigned areas to preserve public peace, discovers and prevents the commission of crimes; enforces criminal laws and ordinances; protects property and preserves life; maintains awareness of criminal activity and dangerous persons; issues warnings and citations; apprehends persons with probable cause.
- Responds to calls for the protection of life and property, which includes emergency responses to quiet and suppress all affrays, riots and insurrections; use of deadly or non-deadly force; use sound judgment under adverse, stressful conditions.
- Investigates criminal complaints; identifies, collects, preserves, processes, and books evidence; locates and interviews victims and witnesses; identifies and interrogates suspects.
- Works in partnership with the District Attorney's Office to obtain, file, and serve criminal complaints and warrants for crimes committed under state laws and local ordinances.
- Controls and manages people under the influence of drugs, alcohol, or other potentially hostile situations.
- Establishes and preserves good public relationships; answers general questions concerning local and state laws, procedures, and activities of the agency; make public presentations to promote crime prevention activities and enhance public understanding of law enforcement activities.
- Assists other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may be required to respond to law enforcement related mutual aid assistance requests in areas outside of the county.
- Participates in continuous and assigned training to maintain and/or enhance law enforcement skills to satisfy State and agency requirements.
- Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; maintains and cares for specialized and assigned equipment.
- Contacts, interviews, and interrogates victims, complainants, witnesses, suspects, and others involved in cases and incidents; obtain statements, documents factual and physical evidence.
- Initiates, prepares, and completes a variety of reports and other required legal documents; recommends case disposition with designated agency.
- Reviews and prepares for court presentations; testifies in administrative and court hearings concerning evidence and facts gathered during the investigative process; be present to subpoenaed court during irregular hours.
- Directs traffic movement at special events and during emergency situations under varied environmental extremes; remains at work during stipulated time periods, or responds to incidents that may require additional resources at the scene of the critical law enforcement incidents; assists and provides appropriate first aid.

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## DEPUTY SHERIFF

### ESSENTIAL FUNCTIONS: (continued)

- When assigned prisoners, maintains care and custody; ensures approved safety and security protocols are established; facilitates appropriate medical care and treatment as required; treats each prisoner with dignity and respect as afforded by constitutional mandates.
- Serves as deputy coroners; provides court security as required.
- May be assigned additional duties, including but not limited to Sheriff's Emergency Response Team (SERT), Crisis Negotiation Team (CNT), School Resource Officer (SRO), Field Training Officer (FTO), canine, traffic, and other approved assignments.
- Performs related duties as required.
- Operates a motor vehicle in a safe and effective manner.
- Uses standard office equipment, including a computer, in the course of the work.
- Contributes to the efficiency and effectiveness of the Sheriff Office's service to its customers by offering suggestions and participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

- High School education/GED; AND:
- Must be 21 years of age at time of hire.
- Must be Citizen of the United States at time of testing for the position.
- Must not have felony or domestic violence convictions.

### Required Knowledge and Skills

Knowledge of:

- Principles and techniques of public relations and customer service.
- County, state, and federal laws, statutes, ordinances and court decisions related to assigned activities.
- Agency policy, procedures, rules, regulations, mission, vision, values, and goals.
- Principles and practices of effective interview and interrogation techniques.
- Criminal investigation, prisoner management, and modern law enforcement principles, practices and techniques.
- Court procedures to include case development, presentation and testifying.
- Weaponry and associated safety practices.
- Crowd management and law enforcement critical incident techniques.
- Safety, security and first aid policies and procedures.
- County geography.
- Computers utilizing standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

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## DEPUTY SHERIFF

Skill in:

- Implementing goals, objectives, policies, procedures, and safety standards.
- Interpreting, applying and explaining state laws, local ordinances, and agency regulations and policies.
- Coping with adverse situations firmly, courteously and with respect for individual rights.
- Crime scene preservation and collection of evidence.
- Operating a vehicle safely and effectively in normal and emergency situations.
- Safe and effective use of firearms, impact weapons and chemical agents.
- Detering and executing proper course of action under emergency conditions.
- Using initiative and independent judgment within established policy guidelines.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:** *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Class C Driver's License.
- Category I Nevada POST Certification for field service assignments.
- Category I or III Nevada POST Certification for detention facility assignments within one (1) year of employment.
- CPR and First Aid certification within six (6) months of date of employment.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 75 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another; dexterity to write and to effectively use weaponry.