

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE: HIRING TECHNICIAN**

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<b>Exempt:</b> Yes	<b>Job Type:</b> 3339P
<b>Pay Grade:</b> P330	<b>Department:</b> Office of the Sheriff
<b>Approved By:</b> Sheriff Darren Weekly	<b>Date:</b> 01-10-23

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**General Duties:**

Performs a variety of duties related the Sheriff's Office Professional Standards Unit, to include responsibilities for conducting a full background investigation on applicants, conducting integrity interviews as needed, and posting job openings internally. Develop and implement procedures for hiring and retention of Sheriff's employees. Recruit applicants for the agency

**Supervision Exercised:** None.

**Supervision Received:** Reports to the Professional Standards Administrative Lieutenant.

**Examples of Duties and Responsibilities:**

- Scheduling and monitoring of testing for applicants.
- Conduct application review for positions available.
- Verifies Applicant Data.
- Conducts and prepares background investigations.
- Conducts interviews (integrity, employment verification, references and others as needed).
- Conduct CCIC/NCIC background checks.
- Prepares employment reports.
- Maintains a list of eligible candidates for employment.
- Administers hiring process to testing applicants.
- Recruiting for the Agency.
- Internal testing and selection processes.

**Minimum Requirements:**

- 5 years Law Enforcement experience in related fields.
- High degree of communication skills.
- Knowledge and understanding of the laws pertaining to Employment Law.
- Possess a valid Colorado Driver's License.
- Ability to pass various qualifying examinations and investigative background investigation.
- Ability to read, write and speak the English language.

**Essential Job Functions:**

Computer Skills: Ability to utilize and understand a variety of computer systems. Ability to keystroke at established department levels.

Office Policies and Procedures: Demonstrates working knowledge of and compliance with all department policies, procedures, and directives.

Legal Knowledge: Knowledge and understanding of the laws pertaining to Employment Law.

Mental Abilities: Ability to reason and apply logic in a multi-tasking environment. Comprehends and processes new information quickly and accurately and retains relevant information.

Public Interaction: Ability to interact with others in a professional and courteous manner while conducting job functions with the public.

Social Skills: Establishes and maintains effective relationships with peers, supervisors and the public and is also able to effectively communicate academy and training objectives.

Vehicle Operation: Ability to operate a motor vehicle, to include driving during different roadway and lighting conditions.

Verbal Skills: Speaks the English language clearly and converses effectively when communicating.

Written Communication and Data Entry: Prepares reports, memos, forms, etc. Writes legibly using acceptable grammar, punctuation, and spelling. Information is communicated accurately.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Note:** The successful applicant must be able to perform ALL the above job functions, at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.