



**POSITION ANNOUNCEMENT**  
**DEPUTY BAILIFF / DEPUTY FIELD SERVICE**  
**INTERMITTENT PROFESSIONAL I (PART-TIME POSITION)**  
**ST CHARLES COUNTY SHERIFF'S DEPARTMENT**

**Starting Salary: \$23.06 per hour**

St. Charles County is seeking to hire several individuals to serve as back up personnel within the St. Charles County Sheriff's Department. Successful candidates will be available for work either in a scheduled or on-call capacity. Schedules will be on an as-needed basis and will vary depending on departmental needs with no guarantee of hours and no benefits. Candidates must be available to work any shift or day assigned, including weekends and holidays.

**JOB DESCRIPTION** (May include duties within any of the following categories):

**Deputy Bailiff:** Ensures the safety and security of the court judge, court officers, the general public and prisoners. Ensures that all jurors, judge(s), attorneys and defendants are in the courtroom at trial time. Takes convicted criminals into custody and transports them to a holding cell awaiting transfer to the detention center and ensures their safety.

**Deputy Field Service:**

Enforces and serves court orders/documents, arrest and safely transport prisoners and provides courtroom security. Prepares and files a lawful and timely return of service to the appropriate court of authority on all documents served, as set forth above. Testifies concerning such service as necessary. Plans and implements prisoner transport to/from; county jail, state/federal prisons, courthouse, and internal courthouse transports to/from holding cells and courtrooms. Plans and implements prisoner transport from and to other jurisdictions and facilities.

**REQUIREMENTS:** Must be Class A certified under Missouri Peace Officers Standards and Training (P.O.S.T.) according to RSMO 590 prior to appointment (or those enrolled in an academy may apply if they are within 90 days of graduation). Must have a valid Driver's License, satisfactory driving record and be free from (and have no pending) felony convictions, or misdemeanor convictions related to domestic violence. High school graduation or equivalent required. Associate degree in Criminal Justice or related field preferred. Requires courteous, effective oral and written communication skills sometimes under adverse conditions. Considerable skill in the operation of law enforcement equipment including firearms. Considerable knowledge of federal, state, and local laws as they pertain to law enforcement.

**EXAMINATION COMPONENTS:** Written examination, structured oral interview, drug screen, background investigation, and psychological evaluation (waived for current County employees who have previously taken this exam). All applicants meeting minimum requirements will take a written examination. The written test score will be tabulated, and the physical agility will be evaluated. The oral examination score will then be added to determine the applicants' final rating. This final rating will determine the applicants standing on the eligibility list.

**ELIGIBILITY LISTS:** Candidates must pass all examinations and meet all qualifications to be added to the eligibility list. Each eligibility will be good for one year unless the qualifications or examination procedures are changed. Vacancies occurring within 120 calendar days following the date on which names are added to the eligible list will not be posted. Applicants with highest combined rankings on the examination components will be considered first. Candidates placed on the list who, later, as a result of the background investigation are found to have employment or character histories which are incompatible with the high standards expected of County deputies may, following notification to the candidate, be removed from the eligibility list.

**TO APPLY:** All applications must be submitted through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second Street, Room 522, St. Charles, MO 63301, Monday through Friday from 8:00 AM- 5:00 PM.

**AN EQUAL OPPORTUNITY EMPLOYER**

Dpty Bailiff-Int Prof-Feb 2019 | Posted 2/6/2019 | Paygrade 106



**To assure consideration, applications must be submitted by Thursday, February 21<sup>st</sup>, 2019 and all applicants must complete testing. \*Please call 636-949-7320 x7198 by Thursday, February 21<sup>st</sup>, 2019 to reserve a spot for testing.\***

St. Charles 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 encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free work place. A pre-employment drug screen is required for all positions.