

D. Max Dorsey, II
Sheriff



J.W. Tate
Chief Deputy

2740 Dawson Drive, Chester, S.C. 29706
Phone: (803) 581-5131 Fax: (803) 581-5552

Chester County Sheriff's Office Job Opening Announcement

POSITION: Sheriff's Deputy

REPORTS TO: Enforcement Division Captain

JOB REQUIREMENTS

All applicants must meet the following minimum requirements to be considered for employment. Additional requirements for the position of Deputy are outlined below:

Minimum Requirements for all Positions

- Must have a High School diploma or GED.
- Must have a clear criminal history.
- Must be a United States citizen.
- Driving record must not show a disregard for the law.
- Credit history must show sound financial management with the ability to keep accounts paid up-to-date.
- Results of all pre-employment tests and interviews must meet standards.
- Past employment record must be satisfactory.
- Must pass a drug test.
- Medical examination results must show that you can perform all of the essential functions of the job for which you are applying, with reasonable accommodation.

Additional Requirements for Deputy

- Must be at least 21 years-of-age, and **MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:**
- Must already be certified by the South Carolina Criminal Justice Academy (LE Class 1),
- Must be able to complete requirements of and graduate from the South Carolina Criminal Justice Academy (LE Class 1),
- Must have at least one year of experience,
- Must possess a college degree (Associates or higher),
- Must be a certified law enforcement officer from another state,
- Must have prior Military Police experience.

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PRE-EMPLOYMENT SELECTION PROCESS

The Sheriff's Office's pre-employment selection process consists of the following elements:

- Driving record review
- Criminal record review
- Credit history review
- Psychological screening
- Initial interview
- Polygraph examination
- Background investigation
- Pre-employment physical examination and completion of a health history questionnaire
- Pre-employment drug test
- Any other requirement determined necessary by the Sheriff's Office.

*This process generally takes four to six weeks or longer to complete.

Qualified applicants and employees are treated equally to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, national origin, gender, sexual orientation, age, disability, or marital status. Discrimination or harassment on any of these bases in the workplace, including business trips and official functions, is unacceptable and will not be tolerated.

Job Purpose

Performs assigned duties of the County's position and responds to calls for service; enforces all local, federal, and state laws relating to public safety and welfare. Works under stressful, high-risk conditions.

Essential Duties and Responsibilities

- Enforces all local, federal, and state laws relating to public safety and welfare; performs all duties in compliance
- With applicable policies, procedures, laws, regulations, and standards of safety.
- Performs routine patrol duties, including but not limited to patrolling assigned areas of the County, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summonses, transporting prisoners and people with a mental health condition.

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- Assists with criminal investigations. Interviews witnesses, complainants, and victims; gather physical evidence and preserves it for court; provides case follow-up as needed.
- Prepares cases for prosecution; provides court testimony as necessary.
- Participates in special operations as assigned.
- Provides courtroom security as assigned.
- Maintains assigned equipment and vehicles.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Sheriff's Office and the community.
- Attends periodic training sessions; maintains the required level of proficiency in the use of firearms.
- Prepares various documents, including incident reports, accident reports, investigative reports, pursuit reports, warrants, subpoenas, and case documentation.
- Refers to policy and procedure manuals, codes, regulations, laws, maps, statutes, and training manuals.
- Operates/uses a variety of police equipment, which may include a police vehicle, firearms, radar; operates various types of office equipment, machinery, and tools in the performance of duties such as a computer, printer, adding machine, radio equipment, telephones, tape recorder, fax machine, copier.

APPLICATION GUIDELINES:

Submit an application to the Chester County Sheriff's Office, Attention: Meghan Yates, 2470 Dawson Drive, Chester, S.C. 29706. Please visit the Chester County Sheriff's Office website at <https://www.chesterscsheriff.com/recruitment-1> and select "Employment Application" under the "Recruitment" tab to submit an application online. **DO NOT** complete an application from the Chester County Government website or Chester County Government building. The application is not the same as the Chester County Sheriff's Office and will **NOT BE ACCEPTED**. For questions, call the Sheriff's Office Recruiter, Meghan Yates, at 803-377-6188 or email her at myates@chesterso.com.