



## **JOB OPENING FOR CHIEF DEPUTY DAVIS COUNTY SHERIFF'S OFFICE CORRECTIONS DIVISION**

Kelly V. Sparks is a Republican Candidate running unopposed for a four year term for Sheriff of Davis County starting in January 2019. He is currently accepting letters of interest from dedicated professional correctional officers for potential appointment to the position of Chief Deputy over the Davis County Sheriff's Office Jail.

Letters of Interest and Resumes may be sent via email to:  
[kellysparksforsheriff@gmail.com](mailto:kellysparksforsheriff@gmail.com)

### **JOB DESCRIPTION**

This is an appointed merit-exempt (at-will) position appointed by and under the administration of the elected County Sheriff.

Under general guidance and direction of the Sheriff, performs administrative law enforcement work in supervising, planning, coordinating, and directing the activities and personnel of the Corrections Division.

### **MINIMUM QUALIFICATIONS**

- 1. Education and Experience:**  
Equivalent to a Bachelor Degree in criminal justice, police science, public or business management, or a closely related field, plus eight (8) years of full-time experience performing law enforcement duties as a certified Law Enforcement Officer and/or certified Correctional Officer; *OR* an acceptable combination of education and experience. Experience must include at least two (2) years of administrative and/or supervisory experience.
- 2. Special Qualifications:**  
Must possess a Basic Correctional Officer certification through Utah State Peace Officer Standards and Training (POST); maintain certification and complete required annual training.
- 3. Must pass a criminal history background investigation.**
- 4. Must pass the physical fitness test annually.**

## **THE IDEAL CANDADATE WILL:**

- **Have a strong history of personal values, compelling leadership skills, and effective management ability.**
- **Have a variety of administrative and operational leadership experience, along with interpersonal skills applicable to current Corrections/Law enforcement standards.**
- **Must be solutions focused with strong financial and budgeting skill sets.**
- **Must be able to maintain strong cooperative working relationships with internal and external stakeholders.**

## **APPLICATION PROCESS**

1. **Letters of interest will be accepted any time prior to position being filled.**
2. **Invitations for oral interviews will be issued after acceptance and initial screening of letter of interest**
3. **Interviews may include one-on-one and committee interviews. The committee is being formed by invitation only and may consist of local citizens, local peace officers, administrators, and/or elected/appointed public officials.**
4. **A complete background investigation may be required including review of all education, certifications, and employment history.**
5. **The position will be open until filled, but first review of applicants will begin immediately after the general election on November 6, 2018.**

**Salary commensurate to the current/future budgeted Chief Deputy Position through Davis County Human Resources. Applications should include proof of certification(s), degree(s) and resume/curriculum vitae.**