

EMPLOYMENT OPPORTUNITIES WITH THE EFFINGHAM COUNTY SHERIFF'S OFFICE

The Effingham County Sheriff's Office is an affirmative equal opportunity employer.

Deputy Sheriff

The Effingham County Sheriff's Office conducts testing to establish an eligibility list for the position of Deputy Sheriff. The test is given every two years. Please stop by our office and pick up an application and return it, along with a detailed resume. We will notify you when we conduct our next test. It should be in or around June, 2018.

Requirements:

- Applicants must be at least 21 years of age.
- Be a high school graduate or have equivalent education.
- Pass a physical and written exam.
- Pass a thorough background investigation.
- Successfully complete a 3-5 month training program.

Essential Duties and Responsibilities:

- Investigates crimes, interviews witnesses, complainants, and victims; and gathers physical evidence and conducts follow up investigations as needed.
- Enforces all felony and misdemeanor laws of the State of Illinois.
- Serves warrants, summonses, subpoenas, civil and other official papers.
- Responds to emergency calls.
- Assists motorists in various situations as needed.
- Safeguards property; and renders first aid in emergency situations.
- Prepares, processes, and transmits various reports as required.
- Answers questions asked by the general public or refers them, when needed, to agencies which can provide further assistance if required.
- Effectively work under stressful, high risk conditions.
- Possess the ability to make decisions which may be centered around life or death situations.
- Maintains required level of proficiency in the use of firearms, self-defense, physical fitness and first aid. Performs special assignments as directed by Command Staff or the Sheriff.

911 Telecommunicator

The Effingham County Sheriff's Office conducts testing to establish an eligibility list for the position of 911 Telecommunicator. The test is given every two years. Please stop by our office and pick up an application and return it, along with a detailed resume. We will notify you when we conduct our next test. It should be in or around July, 2018.

Requirements:

- Applicants must be at least 18 years of age.
- Be a high school graduate or have equivalent education.
- Pass a written and keyboard exam, 35 wpm.
- Pass a thorough background investigation.
- Successfully complete 3-5 month training program.

Essential Duties and Responsibilities:

- Answering 911, emergency and non-emergency phone lines.
- Determine nature of calls and dispatch Police/Fire/EMS units.
- Document all information in CAD (Computer Aided Dispatch).
- Provide Pre-Arrival instructions using emergency medical guidelines.
- Ability to listen, gather details and effectively deal with stressful situations.
- Understand and provide directions, using maps and other resources.

Courtroom Bailiff and Correctional Officer

The Effingham County Sheriff's Office does not have testing requirements for the position of Courtroom Bailiff or Correctional Officer. Please stop by our office and pick up an application and return it, along with a detailed resume.

Requirements:

- Applicants must be at least 21 years of age.
- Be a high school graduate or have equivalent education.
- Pass a thorough background investigation.
- Successfully complete a 1-2 month training program.

Essential Duties and Responsibilities of a Courtroom Bailiff:

- Effectively work under stressful, high risk situations.
- Provide security for litigants, witnesses, visitors and court personnel.
- Screen visitors with the metal detector at the Government Center entrance.
- Serve warrants, summonses, subpoenas, civil and other official papers.
- Responds to alarms within the County Building and Government Center.
- Safeguards people and property and renders first aid in emergency situations.
- Answers questions asked by the general public or refers them, when needed, to agencies which can provide further assistance, if required.

Essential Duties and Responsibilities of a Correctional Officer:

- Effectively work under stressful, high risk situations.
- Safeguards detainees and render first aid in emergency situations.
- Ensure the safety of the community by maintaining a secure jail facility.
- Process the intake and release of detainees.
- Understand and execute procedures that are essential to operations of the jail.
- Understand and maintain federal and state detainee rights and privileges.
- Understand and meet the rules set forth by the Illinois County Jail Standards.
- Possess a technical level to understand bond and bond procedures as set forth by Illinois Supreme Court Rules.
- Direct and supervise the daily movement and transportation of detainees.
- Prepare, process and transmit reports as required.
- Perform assignments as directed by Command Staff or the Sheriff.

[EMPLOYMENT APPLICATION](#)