



SANILAC COUNTY SHERIFF'S OFFICE

65 NORTH ELK STREET SANDUSKY, MICHIGAN 48471 OFFICE: (810) 648-2000
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JOB POSTING

- Position:** Corrections Deputy (*Part-Time: Up to 40hrs per week*)
- Rate of Pay:** Starting 01/01/2024 - \$20.80 a/hr; Starting 01/01/2025 - \$21.21
- Hours:** 8 to 12 hour shifts; schedule may vary between day, afternoon and night shifts
- Union:** P.O.L.C. Corrections, Collection Clerks, Records Clerk I and Records Clerk II
- Reports To:** Jail Administrator; Assistant Jail Administrator
- Open To:** All Qualified Applicants

The Sanilac County Sheriff's Office is currently accepting applications for the position of part-time Corrections Deputy. The current wage for the part-time Corrections Deputy position is \$20.34 a/hr. Part-Time Corrections Deputies have the potential to be promoted to Full-time as positions become available. Part-time employees will be eligible to receive a special Recruitment and Retention Incentive pay in the amount of \$1,000.00 per year for the duration of the current collective bargaining agreement which expires on 12/31/2025.

Applicants being considered for employment will be required to upon being offered a Conditional Offer of Employment:

1. Pass the MSCTC Written Test: For more information visit www.empco.net
2. Pass the MSCTC Local Corrections Officer Physical Abilities Test (LCOPAT). For more information visit www.misctc.org
3. Pass a Criminal Background Check
4. Complete a psychological and health examination, including a drug screen.

General Job Summary:

Qualifications: Minimum of 18 years of age and possess High School Diploma or equivalent

Major responsibilities require consistent attention and commitment to the Sanilac County Sheriff's Office mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The jobholder must accept the responsibility to support and promote this Sheriff's Office's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the Sheriff's Office or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of time without direct supervision. Successful performers are those who are capable of making and willing to make decisions that are consistently in line with the Sheriff's Office's mission, goals and objectives.

“SERVICE THROUGH PROFESSIONALISM, RESPECT, INTEGRITY, DEDICATION AND EXCELLENCE”

Major duties involve caring for and maintaining the security and well-being of prisoners. This includes supervising inmates, conducting safety and security inspection, providing access to health care facilities, conducting housing, feeding, bedding, well-being activities, and maintaining accurate intake and release records. The incumbent is expected to accept the responsibility for knowing his or her routine job assignments and perform them without having to be told by supervisory personnel.

Work conditions are primarily of an indoor nature. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Incumbents must maintain a physical and mental state of fitness and readiness that enables them to handle (with necessary minimal force and often without assistance) occasional contacts and involvements with potentially dangerous people and equipment.

Removal can be with or without fault of the jobholder or the Sheriff's Office. Economic conditions that cause reductions in work force, the member's inability to attend to work, and a failure to perform competently on any of the critical tasks of the position or a consistent failure to perform competently on regular tasks are among the major reasons for job removal without fault. Failure to support the Sheriff's Office's mission, uphold the oath of office, behave in a manner that supports our professional Code of Ethics, continually comply with preconditions for original employment, or to display due regard for the civil liberties of any persons will lead to removal with or without fault. In addition, accruing typical amounts of dysfunctional work time or requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.

(The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities required of personnel so classified.)

Applications can be found at www.sanilacsheriff.org under the Careers tab.

Applications can be submitted via email to: rmcconnachie@sanilacounty.net,
dropped off at the Sheriff's Office or mailed to:

Lt. Ryan McConnachie
Sanilac County Sheriff's Office
65 N. Elk Street
Sandusky, Michigan 48471

POSTED:
01/08/2024