

**SENIORITY PLUS BID TRANSFER ANNOUNCEMENT COOK COUNTY SHERIFF'S OFFICE
CDS-SPBT-2019-03**

Court Services Deputy Sheriff /Child Support Enforcement Unit

Summary

The Court Services Department Deputy Sheriff prospective candidates will be part of a unit whose primary function will be the services of summonses, subpoenas, writs, notices to withhold income for child support, notices of support obligation, and the execution of applicable arrest warrants associated with the Title IV-D Child Support Enforcement Program.

The Court Services Department Deputy Sheriff candidate must be able to perform and satisfactorily pass all selection standards as prescribed in the Bid Announcement and adhere to the operational functions of the Child Support Enforcement Unit.

Available Shift / Detail

- Eight (8) Hour shift. 1200-2000 hours (Monday-Friday) RDO- Sat/Sun

Positions Available

- **Two (2) Child Support Enforcement Court Services Deputy Sheriffs**

Minimum Qualifications

Applicants who fail to meet any one of the minimum qualifications listed below will be deemed Not Qualified.

Must successfully submit a bid form according to the Bid Instructions below.

Must currently hold the position of Deputy Sheriff in the Court Services Department. Must not be a probationary employee.

Must pass a Physical Agility Test (PAT)

Must not have received Discipline from his or her original Department or from OPR resulting in a suspension(s) up to a total of four or more days for a single infraction that occurred within the previous 18 months. Written reprimands for minor infractions such as tardiness may disqualify a Candidate, but it is not automatic. Counseling is not considered Discipline.

Must not have incurred any of the following:

- o Two (2) or more unpaid Unauthorized Activities within the past 24 months.
- o Eight (8) or more instances of tardiness within the past 24 months.

Suspected unpaid unauthorized activity will be verified by the Bureau of Human Resources. Please refer to the definition of *Unauthorized Activity* in the glossary of the Sheriff's Employment Action Manual posted on the Sheriff's website.

- Must be authorized to carry a weapon by the Sheriff's Office and possess a valid FOID and firearm meeting Sheriff's Office regulations.
Must possess a valid driver's license.
- Must submit to an oral interview consisting of personal attribute questions. The personal attribute questions are designed to evaluate whether a Candidate possesses the necessary characteristics for the position of Court Services Department Deputy Sheriff in the Child Support Enforcement Unit. Must receive a minimum average score of 75 out of 100 points on the Personal Attribute section of the interview.
- Must submit to a background check, which will include a criminal background check and a driver's license abstract.

Requirements

A candidate who fails to meet the position requirements will be returned to his or her original assignment.

Court Services Department, Deputy Sheriff, Child Support Enforcement Unit requirements include but are not limited to the following:

- Must wear designated appropriate dress attire unless otherwise directed by the Department Head/Designee.
- Must maintain Minimum Qualifications listed in this Posting Announcement.
- Must be certified in less-lethal options, such as oleoresin capsicum spray (OC Spray), impact devices (ASP baton), and Conducted Energy Device (CED) must be able to pass certification when offered.
- Must be capable of passing the Physical Agility Test (PAT) test, upon notification of a successful bid into the unit.

Application Instructions

- Internal Applications will be available by following the link:

<https://cookcounty.sharepoint.com/sites/SheriffNet/departments/hr/SiteAssets/Employment%20Action%20Internal%20Application.pdf>

or by going to SheriffNet and searching "Employment Action Internal Application" and clicking on the document entitled "Employment Action Internal Application."

- Applications must be submitted via e-mail to the attention of the CCSO Court Services' Manager of Training and Compliance, Russell Blanchard at: Russell.Blanchard@cookcountyil.gov.
- The Subject Line of the e-mail must contain the following or it will not be accepted:

Court Services Deputy Sheriff I Child Support Enforcement Unit Application: (Your Name and JDE)

- All sections of the Internal Application must be completed or it will not be accepted.
- All applications submitted will be date- and time-stamped based on the date and time the e-mail was sent. It is the responsibility of the applicant to confirm the e-mail is in his/her "sent" box and was sent to the proper recipient.

- Applications will not be accepted after **11:59 PM on November 29, 2019.**

Start Date: November 15, 2019

End Date: November 29, 2019

Selection Process

All candidates deemed Qualified based on the Minimum Qualifications will be ranked based on Seniority. If two candidates have the same Seniority date, the lower JDE number will take precedence. The top Candidate will be selected for the Seniority Plus Bid Transfer to the Child Support Enforcement Unit.

Please note that the position in the Child Support Enforcement Unit is a Transfer, not a Promotion.

For further information regarding the above process, please refer to the Seniority Plus Bid Transfer procedure (Article J), which is posted on the Sheriff's website: www.cookcountysheriff.org.

It is the policy of the Office of the Sheriff of Cook County to prohibit unlawful political discrimination. All Sheriff's Office employees are strictly prohibited from taking political reasons or factors into consideration regarding any employment action with respect to non-exempt employees or positions. It is the duty of all Sheriff's Office employees to report unlawful political discrimination. No individual who in good faith reports unlawful political discrimination shall be subject to retaliation.

I certify that no Political Reasons or Factors were considered in any decision I made or action I took related to this Employment Action. Further, I do not know of, or have any reason to believe that anyone else considered or took action based on Political Reasons or Factors with respect to this Employment Action.