

SENIORITY PLUS BID TRANSFER ANNOUNCEMENT
COOK COUNTY SHERIFF'S OFFICE
Court Services Deputy Sheriff / Child Support Enforcement Unit
CSD-SPBT-2021-02

Summary

The Court Services Department, Civil Division, Child Support Enforcement Unit's primary function is the service of summonses, subpoenas, writs, notices to withhold income for child support, notices to 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 Announcement and adhere to the operational functions of the Child Support Enforcement Unit.

The Child Support Enforcement Unit works five, eight (8) hour days, Monday – Friday with two consecutive regular days off on Saturday and Sunday.

Locations/Shifts/Regular Day Off Groups

- CSED Unit (Field Office – 937 N. Wood St. Chicago) 1200-2000 Sat/Sun RDOs

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

- Must successfully submit a properly completed bid form according to the application instructions below.
- Applicants must be a full duty Court Service Department Deputy Sheriff or full duty Court Services Department Deputy Sheriff currently on temporary emergency assignment to the CCDOC or Electronic Monitoring Unit.
- Must not be De-Deputized.
- Must successfully complete all components of the Physical Agility Test (PAT).
- 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 a 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 sections of the interview.
- Must possess a valid Firearm Owner's Identification Card (FOID) and a handgun which meets the regulations set forth by Sheriff's Office for a primary duty handgun.
- Be authorized to carry a handgun by the Sheriff's Office.
- Be able to qualify with primary duty handgun, in regular intervals as prescribed by the Sheriff's Office Training and Education Bureau.
- Must possess a valid driver's license.
- Must be able to wear body armor, full duty belt, and body worn camera as prescribed by the Sheriff's Office Policy/Procedure.
- Must submit to a background check, which includes a criminal background check and a driver's license abstract.
- Must maintain Minimum Qualifications listed in this announcement.

Requirements - Any selected candidate who fails to meet the position requirements will be returned to their original assignment. Court Services Department, Deputy Sheriff, Child Support Enforcement Unit requirements include but are not limited to the following:

- Must wear designated uniform unless otherwise directed by the Department Head/Designee.
- Be able to pass a certification course when offered in less-lethal options, such as oleoresin capsicum spray (OC Spray), impact devices (ASP baton), and Conducted Energy Device (CED) or currently must be certified in these options.
- Be currently certified in Crisis Intervention Training (CIT) or able to attend and pass a 40-hour certification course in CIT when offered or.

Must not have incurred any of the following:

- Received discipline, either from their department or OPR, resulting in suspension(s) up to a total of four (4) or more days for a single infraction that occurred within the previous 18 months.
- Two (2) or more unpaid Unauthorized Activities within the past 24 months.
- Eight (8) or more instances of tardiness/docked 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.

Application Instructions

Bid forms must be completed and submitted to the Department of Human Resources via e-mail at CCSO.Transfer@cookcountyil.gov with the subject **BID- CSD-SPBT-2021-02.**

- Bid forms will be accepted **ELECTRONICALLY ONLY** between the following dates and times:
Start Date: 1:30 pm 17 May 2021 – End Date: 4:00 pm 28 May 2021

- All fields on the bid sheet must be fully completed.
- Bid sheets will **not** be accepted outside of the dates and times listed below:

Bid Instructions

- Bid forms are available electronically at
 - SheriffNet Site at <https://cookcounty.sharepoint.com/sites/SheriffNet/>.
Visit the "Human Resources" link and then the "HR Forms & Processes" link.
Click on the "CCSO Bid Sheet Fillable" link.
 - The Sheriff's Website at <https://www.cookcountysheriff.org>.

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.