

SENIORITY PLUS BID TRANSFER ANNOUNCEMENT
COOK COUNTY SHERIFF'S OFFICE
Court Services Deputy Sheriff / Eviction Unit
CSD-SPBT-2021-01

Summary

The Court Services Department, Civil Division, Eviction Unit is responsible for executing eviction orders, the execution of warrants, and body attachments. On a daily basis, deputies will be assigned to remove parties that are no longer in legal possession of a property as well as execute other orders of court regarding levies and replevins. As part of the Civil Division, all Eviction Unit Deputy Sheriffs may be assigned to assist the Civil Process Unit to serve process on parties named in legal proceedings, the service of protective orders or any other Cook County Sheriff's Office (CCSO) function based on the operational needs of the department.

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 Eviction Unit.

The Eviction 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

- Eviction Unit (Field Office - Juvenile Courthouse) 0700-1500 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.
- Must acknowledge and attest to each question listed in the Acknowledgement of Operational and Training Requirements. The Acknowledgment of Operational and Training Requirements is included as part of the application material.
- Applicants must be a full-duty Court Service Department Deputy Sheriffs or full-duty Court Services Department Deputy Sheriffs 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 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 CCSO 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 Eviction 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 able to attend and pass a 40-hour certification course in Crisis Intervention Training (CIT) when offered or currently be certified in CIT.

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-2021-01.**

- 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.
- The Acknowledgment of Operational and Training Requirements must also be fully completed.
- Neither the bid sheet nor the Acknowledgment of Operational and Training Requirements will be accepted **outside** of the dates and times listed above.

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 Eviction Unit.

Please note that the position in the Eviction 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.