

**SENIORITY PLUS BID TRANSFER ANNOUNCEMENT**  
**COOK COUNTY SHERIFF'S OFFICE**  
**Court Services Deputy Sheriff / Civil Process Unit**  
**CSD-SPBT-2021-03**

**Summary**

The Court Services Department, Civil Division, Civil Process Unit is responsible for service of all court process filed with the Cook County Sheriff's Office. Deputy Sheriffs will be assigned to serve process on parties named in legal proceedings. Other responsibilities of the Civil Process Unit are the service of protective orders, execution of warrants, and civil body attachments. As part of the Civil Division, all Civil Process Unit Deputy Sheriffs may be assigned to assist the Eviction Unit to execute orders of court in evictions, levies, and replevins, or any other Cook County Sheriff's Office functions 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 this announcement and adhere to the operational functions of the Civil Process Unit.

The Civil Process Unit works five, eight (8) hour days with two consecutive regular days off. Shift and RDO availability based on seniority.

**Locations/Shifts/Regular Day Off Groups**

- Skokie            0700-1500      Sat/Sun RDOs  
  Skokie           1400-2200      Fri/Sat RDOs  
  Skokie           1400-2200      Sun/Mon RDOs
  
- Markham        0700-1500      Sat/Sun RDOs  
  Markham       1400-2200      Fri/Sat RDOs  
  Markham       1400-2200      Sun/Mon RDOs
  
- Daley Center   0700-1500      Sat/Sun RDOs  
  Daley Center   0800-1600      Sat/Sun RDOs  
  Daley Center   0900-1700      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 and must be submitted with the bid form.
- 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 the Electronic Monitoring Unit.
- Must not be De-Deputized.
- Physical Agility Test (PAT) will be waived for any cycles resulting from the eligibility list created for this employment action **CSD-SPBT-2021-03 only**, and to assist in filling vacancies that exist

in part due to no employment actions occurring during the Covid-19 pandemic. Future Civil Process Unit employment actions may require a Physical Agility Test (PAT) as a minimum qualification.

- 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 Civil Process 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 be currently certified in these options.
- Be able to attend and pass a 40-hour certification course in Crisis Intervention Training (CIT) when offered or be currently certified in CIT.

Must not have incurred any of the following:

- Received discipline, either from their department or OPR, resulting in suspension(s) of a total of four (4) 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.
- Two (2) or more Unpaid Unauthorized Activities within the past 24 months listed in SEAM Article J.
- 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 SEAM posted on the Sheriff's website.

### **Application Instructions**

**Bid forms and Acknowledgement of Operational and Training Requirements must be completed and submitted to the Department of Human Resources via e-mail at [CCSO.Transfer@cookcountyil.gov](mailto:CCSO.Transfer@cookcountyil.gov) with the subject **BID- CSD-SPBT-2021-03**.**

- Bid forms will be accepted **ELECTRONICALLY ONLY** between the following dates and times:

***Start Date: 8:00 am 7 June 2021 – End Date: 4:00 pm 18 June 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.

It is the applicant's responsibility to ensure that the documents submitted are complete, saved in PDF format, and not saved to a "cloud" or "onedrive" directory to ensure compatibility with Sheriff's Office security protocols.

### **Bid Instructions**

- Bid forms are available electronically at:
  - SheriffNet Site at <https://ccsheriff.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 Civil Process Unit.

**Please note that the position in the Civil Process 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](http://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.*