



## SWIFT COUNTY ADMINISTRATION

Historic Courthouse  
301 14th Street N  
PO Box 207  
Benson, MN 56215

September 3, 2020

Dear Applicant:

Thank you for your interest in the Full-Time Deputy Sheriff position with Swift County. Enclosed is an application packet. All required application materials must be completed and returned to the Swift County Administrator's Office in person, mailed to Swift County Administration, PO Box 207, Benson, MN 56215, faxed to 320-843-2275, or emailed to [jobs@co.swift.mn.us](mailto:jobs@co.swift.mn.us). The position is open until filled with a first review of applications at 4:30 p.m. on Friday, September 25, 2020. Please be aware, your application will be rated for training, experience, and meeting all minimum requirements based on the information you provide on these forms.

It is necessary that all applications be uniform. Therefore, please follow the instructions below for each form contained in the application packet.

### **REQUIRED APPLICATION MATERIALS**

- |                                   |   |
|-----------------------------------|---|
| Letter of Interest:               | This is required in order to distinguish you from other candidates.   |
| Resume:                           | This is required in addition to the application   |
| Employment Application:           | Each section of the application must be completed. If a section of the form does not apply to you, fill in "NA."  |
| Veteran's Preference Declaration: | Complete this form if you are applying for Veteran's Preference Points. If you are not applying for the Veteran's Preference Points then sign the section of the form that states "I do not claim veteran's preference points". |

Questions on the position should be directed to Amanda Ness, HR Coordinator at (320) 314-8321. Please be sure to type or print all forms legibly and return all required application materials. Again, thank you for your interest in employment with Swift County.

Sincerely,

Amanda Ness  
HR Coordinator



## Swift County Deputy Sheriff

The Swift County Sheriff's Office is now accepting applications for a Full-Time Deputy Sheriff. Must be MN P.O.S.T. licensed and meet all state-mandated certifications.

The 2020 wage scale for this position is \$23.97-31.28 per hour depending on qualifications plus shift differential and uniform allowance, with an excellent benefit package including health, dental, vision, life, and disability insurance, paid time off and PERA pension.

To be considered for the position, a Swift County application, resume, and cover letter must be submitted. First application review will begin September 25, 2020. The application packet for the position can be downloaded from the Swift County website at [www.swiftcounty.com/jobs](http://www.swiftcounty.com/jobs). Applications can be sent to Swift County Administration, PO Box 207, Benson, MN 56215, [jobs@co.swift.mn.us](mailto:jobs@co.swift.mn.us) or faxed to 320-843-2275. Questions can be answered by calling 320-314-8321.

*Swift County is an equal opportunity employer.*

**Be More. Be Swift.**

# Deputy

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs intermediate protective service work maintaining order; enforcing laws and ordinances; protecting life and property within the County; civil process serving papers; conducting investigations; teaching and training, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Deputy.

## Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Essential Functions

Operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order; responds to radio dispatches and answers calls and complaints; provides foot patrol. Serves warrants, summons, subpoenas, civil process papers and make arrests, forcibly if necessary, using handcuffs and other restraints; prepares and executes juvenile petitions, criminal complaints and protective services petitions. Enforces traffic laws; issues citations for traffic violations; performs radar enforcement, DUI checks, traffic control, motorist assists, etc. Assists other law enforcement officers and agencies on various tasks. Operates computer to run checks, criminal histories, missing persons checks, etc. Assists with criminal investigations by preserving, recording and presenting evidence, interviewing victims and witnesses and testifying in court; works with the County Attorney as well as private attorneys. Performs a variety of special tasks and duties such as desk officer, training officer, court security, DARE or other special assignments as qualified and assigned. Conducts and documents security checks of homes, neighborhoods and businesses; conducts welfare checks on residents when requested including door checks of businesses within the County. Ensures vehicle and equipment are in proper working order; reports unsafe or non-functioning equipment to Chief Deputy. Undertakes crime prevention activities and crisis interventions Prepares and maintains a variety of records and files and prepares various reports. Performs other duties as requested by the Chief Deputy or Sheriff.

## Knowledge, Skills and Abilities

Thorough knowledge of organization and office Lexipol policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of E charging, records management systems; thorough knowledge of Swift County through plat maps as well as all Cities and districts within the County; thorough knowledge of evidence rooms, incident reports, civil notices, juvenile detention forms, vehicle impound forms, Chain of Custody, and mobile data terminals; ability to use personal protective equipment: pepper spray, baton, semi-automatic pistol; pump shotgun and assault rifle; ability to defend self or others; ability to work rotating and/or extended shifts 24 hours/day, 7 days/week; ability to perform emergency first aid, CPR, rescue and recoveries and use AEDs; ability to provide credible testimony in court; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.



# Swift County Application for Employment

Date of Application: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers - Home or Cell: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

<b>Educational Background</b>			
High School Graduate?    Yes ____    No ____			
Post High School Education/Training			
School or Program	Address	Dates Attended	Degree
Current Licenses or Certificates held that would be applicable to the position for which you are applying: _____ _____ _____			

## Work Experience

Current/Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's email \_\_\_\_\_

May we contact this person? \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

Current/Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's email \_\_\_\_\_

May we contact this person? \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

Current/Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's email \_\_\_\_\_

May we contact this person? \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

<b>Other Information:</b>	Yes	No
Do you have a Social Security number?		
Can you legally accept permanent employment in the United States?		
Are you over the age of 18? If not, state your date of birth: _____		
Are you currently employed?		
Are you available to work full-time?		
Are you available to work part-time?		
Can you travel if your job requires it?		
Is adequate transportation available so you can get to work on time every day?		
Have you ever been bonded on a job?		
Is there any reason why you cannot be at work on time every day? If yes, why? _____		
Do you have a valid MN Drivers License? If yes, list class and applicable endorsements: _____		
On what date would you be available to start? _____		

**Other Training or Experience** - Summarize special job related skills and qualifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References:**

1) \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (Complete Mailing Address)

2) \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (Complete Mailing Address)

3) \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (Complete Mailing Address)

**IMPORTANT INFORMATION FOR APPLICANTS FOR EMPLOYMENT WITH SWIFT COUNTY**

In accordance with the Minnesota Government Data Practices Act, Swift County (the "County") is required to inform you of your rights as they pertain to private data collected from you. Private data is that information which is available to you, but not to the public. Some personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87, Government Data Practices, requires that you be informed that the following personal information which you are asked to provide on this Employment Application is considered private data:

- 1. Name (becomes public when certified as a "finalist")
- 2. Home Address
- 3. Home Phone number
- 4. Age group

We ask this information for the following reasons:

- 1. To distinguish you from all other applicants and identify you in our personnel files.
- 2. To help us to be sure that you are the individual who makes the application.
- 3. To help us to contact you when more information is required, when we send you notices, and/or when we schedule you for interviews.
- 4. To see if you meet the minimum age requirements (if any).
- 5. To conduct proper background investigations needed when applying for a position.
- 6. To determine whether or not any conviction record may be a job-related consideration affecting your suitability for the position you applied for.
- 7. To enable us to ensure your rights to equal opportunities.
- 8. To meet federal and state reporting requirements.

Data supplied by you may be used for such purposes as may be determined to be necessary in the administration of personnel in the County and in the administration of personnel policies, rules, and regulations.

Private data is available only to you and to other persons in the County who have a justified need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Names of applicants remain private except when certified as eligible for appointment to a vacancy or when applicants are considered by the County to be finalists for a position. "Finalist" means a person who is selected to be given an interview as a final step prior to selection.

By my signature below, I certify that I have read (or had read to me) the information printed above and understand its meaning. I certify that answers given herein are true and complete to the best of my knowledge.

Unless otherwise indicated above, the County is hereby authorized to contact my former employers for information concerning my employment, ability, experience, and behavior on the job.

I understand that nothing in this employment application is intended to lead to or create an employment contract between the County and myself.

In the event of employment, I understand that false or misleading information given in my application or interview(s) will likely result in discharge. I also understand that I am required to abide by all rules and regulations of the County.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>For County Use Only</b>	
Arrange Interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Interviewer: _____	Date of Interview: _____
Remarks: _____	
Employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No      Date Employed: _____      Hourly Rate/Salary: _____
Position: _____	Department: _____
By: _____	Date: _____
(Name & Title)	

