

# ANDERSON COUNTY SHERIFF'S OFFICE

## EMPLOYMENT INFORMATION

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We appreciate your interest in employment with the Anderson County Sheriff's Office (ACSO). All applicants must complete an Anderson County Sheriff's Office application in order to be considered for employment. Applications can be obtained at the front lobby of the Sheriff's Office located at 305 Camson Road, Anderson, South Carolina; or online at: [www.andersonsheriff.com](http://www.andersonsheriff.com).

Please complete the application accurately and completely, including past employers and reference information (giving FULL addresses, telephone numbers, etc.). Questionnaires may be mailed to any references you indicate in your application; therefore, correct mailing addresses are critical. The Sheriff's Office accepts applications on a continual basis.

Completed applications can be turned in at the front desk of the Sheriff's Office, which is open 24 hours a day; or applications may be mailed to the following address:

Jan Robison, Personnel Director  
Anderson County Sheriff's Office  
P.O. Box 5497  
Anderson, SC 29623

All applicants must meet the following minimum requirements to be considered for employment. Additional requirements for the positions of Deputy, Correctional Officer and Telecommunications Operator are outlined separately below:

### Minimum Requirements for all Positions

- Must have a high school diploma or GED; except School Crossing Guards.
- Must have a clear criminal history.
- Must be a United States citizen.
- Driving record must not show a disregard for the law.
- Credit history must show sound financial management with the ability to keep accounts paid up-to-date.
- Results of all pre-employment tests and interviews must meet standards.
- Past employment record must be satisfactory.
- Must pass a drug test.
- Medical examination results must show that you are capable of performing all of the essential functions of the job for which you are applying, with or without reasonable accommodation.

### Additional Requirements for DEPUTY or DETENTION OFFICER

Must be at least 21 years-of-age **and** meet at least one of the following criteria:

- Already certified by the SC Criminal Justice Academy as a Class 1 LE Officer or a Class 2 Detention Officer;
- Certified Law Enforcement Officer from another state; or
- Able to successfully complete the SC Criminal Justice Academy LE or Detention Officer training.

### Additional Requirements for TELECOMMUNICATION OPERATOR

- Must be at least 18 years-of-age.

# ANDERSON COUNTY SHERIFF'S OFFICE

## EMPLOYMENT INFORMATION

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The following documents are **required** in order for your application to be processed:

- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of High School Diploma or GED
- Copy of College Transcript, if applicable
- Copy of a valid S.C. Driver's License
- Copy of Marriage License or Divorce Degree
- Copy of form DD-214 *(if a veteran)*
- Copies of other documents which may be applicable to employment: *certifications, training documents, diplomas, etc.*

In most cases, you will receive a letter within two weeks of the receipt of your application. The selection process takes a minimum of 4-6 weeks. Selected candidates will be scheduled for a computer web-test, a Nelson Denny reading test, and will be asked to complete a written essay answering the question, "Why do you want to work at the Anderson County Sheriff's Office?" Fingerprints will also be taken at this time. Following testing, applicants are placed in an applicant pool along with others who have successfully completed the hiring process to that point.

Based on the above results, a Conditional Offer of Employment may be extended to the applicant, contingent upon passing a drug test and physical examination. If applicable, an Academy Training date will be set.

An applicant may be disqualified at any stage of the selection process. Applicants not accepted for continued processing will receive a rejection letter. Applications will be kept on file for a period of one year. Unless permanently disqualified, applicants may reapply for the same position at the end of one year or for any other position at any time.

The pre-employment selection process consists of the following:

- Driving record review
- Criminal history review
- Credit history review
- Nelson-Denny reading test
- Step One Survey II screening
- Initial interview
- Background investigation
- Pre-employment physical examination and completion of a health history questionnaire
- Pre-employment drug test
- Any other requirement determined necessary by the Sheriff's Office

This process, in most cases, generally takes approximately six to eight weeks to complete. Any questions may be directed to our Personnel Director, Ms. Jan Robison at (864) 260-4423.

Qualified applicants and employees are treated without regard to race, religion, sex, national origin, age, marital status, or disability.

***The Anderson County Sheriff's Office is an Equal Opportunity Employer***

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# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT INFORMATION

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## ANDERSON COUNTY SHERIFF'S OFFICE BENEFITS INFORMATION

The Anderson County Sheriff's Office provides law enforcement services for the unincorporated areas of Anderson County, approximately 777 square miles. The department currently has over 450 full and part time enforcement, corrections, and civilian employees. The department's detention center is responsible for the safety and security of over 400 inmates (on average) on a daily basis.

The following information is intended only as a summary of benefits, some of which may not be available in some circumstances. This summary creates no contract, express or implied. In the event there is a conflict between the summary and the plan documents which govern these benefits, the plan documents control. All employment with the ACSO is on an at-will basis; either the employee or the ACSO may terminate the employment relationship at any time, for any reason.

### STARTING SALARIES

Uncertified Deputy	\$25,000	Certified Deputy	\$26,250
Uncertified Detention Officer	\$26,425	Certified Detention Officer	\$27,425
Telecommunication Operator	\$22,500 (\$23,500 after training)		

The Sheriff can increase the above starting salaries for those individuals with higher qualifications (college degree, prior work experience, specialization, etc.).

### WORK SCHEDULES

Patrol, Detention, & Telecommunication employees work the following 12-hour schedule: 2 days-on, 2 days-off; 3 days-on, 2 days-off; 2 days-on, 3 days-off; (repeat cycle)

Patrol & Detention Officers: 6:45-7:00 (2 weeks on days, 2 weeks on nights, repeat)  
Telecommunication Operators: 6:45-7:00 (permanent shift)

### ANNUAL LEAVE

Annual leave is accrued at the rate of 10 days per year for employees with less than five years of service with the county; 15 days for 5-10 years of service; and 20 days for 10 or more years of service.

### SICK LEAVE

Sick leave is accrued at 12 days per year.

### HEALTH AND DENTAL INSURANCE

The Sheriff's Office provides medical and dental insurance for its employees through a county funded Employee Health Care Plan. Basic coverage is provided at a minimal cost to the employee. Employees who wish to cover members of their family may do so through payroll deductions.

### LIFE INSURANCE

The Sheriff's Department provides life insurance for its employees. Basic coverage is provided at no cost to the employee. Additional coverage on the employee or his or her dependent(s) is available and can be paid for through payroll deduction.

# **ANDERSON COUNTY SHERIFF'S OFFICE**

## **EMPLOYMENT INFORMATION**

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### **TYPES OF RETIREMENT SYSTEMS**

All full-time employees of the county participate in the South Carolina Retirement System (SCRS) or the South Carolina Police Officer's Retirement System (PORS).

### **WORKER'S COMPENSATION**

The Sheriff's Department operates under and is subject to the Workers' Compensation Act of South Carolina.

### **OVERTIME/COMPENSATORY TIME**

If eligible, overtime and/or compensatory time are earned at the rate of one and one-half (1½) times the regular rate of pay and will be calculated on any hours worked over eighty-six (86) in a two week pay period for non-exempt, sworn personnel and any hours worked over eighty (80) in a two week pay period for non-exempt, non-sworn personnel.

### **CREDIT UNION**

Employees are eligible for membership in an employee credit union. Membership enables employees to deposit savings or handle loan payments through payroll deduction. There are other programs available through the credit union.

### **DIRECT DEPOSIT**

Employees are paid by a bi-weekly direct payroll deposit system. Checks can be deposited to any financial institution covered by the Federal Reserve. Employees will receive a pay statement indicating gross pay, net pay, and deductions.

### **DEFERRED COMPENSATION**

Employees are eligible to participate in the South Carolina Public Employees Deferred Compensation Plan, 401K or 457. The amount deposited is determined by the employee and participation is optional. This is a tax-deferred savings program and is handled automatically by payroll deduction.

### **MONTGOMERY GI BILL**

Veterans may qualify to use their GI Bill education benefits while working and receiving on-the-job training at the Sheriff's Office.

### **VEHICLES**

At the discretion of the Sheriff, certain employees are authorized to have department vehicles on a twenty-four-hour, seven day-a-week basis. These employees must reside within Anderson County in order to be allowed to drive their assigned patrol vehicle home or they must pay a pro-rated, per mile fee for miles traveled outside the county.

### **EQUIPMENT**

Department personnel receive equipment (uniforms, firearms, bulletproof vests, etc.) that is necessary for the position for which they are hired.



# ***ANDERSON COUNTY SHERIFF'S OFFICE***

## **EMPLOYMENT APPLICATION**

**305 CAMSON ROAD  
ANDERSON, SOUTH CAROLINA 29625  
TELEPHONE: (864) 260-4400  
FAX: (864) 222-3962**

**SHERIFF JOHN S. SKIPPER, JR.**

***The Anderson County Sheriff's Office is an Equal Opportunity Employer***

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION



ANDERSON COUNTY SHERIFF'S OFFICE  
Anderson, South Carolina

*An Equal Opportunity Employer*

**Address:** 305 Camson Road  
Anderson, SC 29625  
**Telephone:** (864) 260-4400

**Mailing Address:** P.O. Box 5497  
Anderson, SC 29623  
**Fax:** (864) 222-3962

**INSTRUCTIONS:** Please PRINT LEGIBLY or TYPE. Unreadable applications WILL NOT be processed.  
**NOTE:** Filing an application does not imply that you will be interviewed or hired – only that you will be considered for vacancies based upon the stated occupation preference you identify, when vacancies exist. If you are offered employment, you will be subject to a physical examination and/or drug test, the results of which must satisfactorily indicate that you can perform all essential job functions with or without reasonable accommodation. All statements are subject to verification and any incorrect statements or omissions may bar or remove you from employment; truthful statements to any item requested will not necessarily exclude you from employment. This application in no way creates a contract of employment, express or implied. All employment with the Anderson County Sheriff's Office is on an at-will basis; either the employee or the ACSO may terminate the employment relationship at any time, for any reason. *Benefit information and job descriptions are available on the Sheriff's Office website at [www.andersonsheriff.com](http://www.andersonsheriff.com).*

## POSITION APPLYING FOR

Deputy  Detention Officer  Telecommunication Operator  Clerical   
Other  \_\_\_\_\_

## APPLICATION DATE

\_\_\_\_\_  
Month / Day / Year

## APPLICANT INFORMATION

**Full Name:** \_\_\_\_\_  
First Middle Last

**Address:** \_\_\_\_\_  
Number Street

\_\_\_\_\_  
City State Zip County

**Telephone:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Work: \_\_\_\_\_ Other: \_\_\_\_\_

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

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

Have you ever worked under another name? If so, please give name:

\_\_\_\_\_

First

Middle

Last

Are you a United States Citizen? Yes  No

If no, give Visa number: \_\_\_\_\_

Immigration number: \_\_\_\_\_

Do you possess a Driver's License? Yes  No  If Yes, from which state? \_\_\_\_\_

If yes, give Driver's License number: \_\_\_\_\_

Date you would be available to start work? \_\_\_\_\_

Would you work: Full Time?  Part Time?  Day and Night shift?

Have you ever maintained any online social networking site(s) (MySpace, Facebook, etc.)? Yes  No

If yes, list the service, web address, and/or user ID for each site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

## EDUCATION AND TRAINING

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes  No  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes  No  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes  No  Degree: \_\_\_\_\_

If you did not graduate from high school, have you passed the General Educational Development (GED) test?

Yes  No  If yes, when and where did you complete the GED? \_\_\_\_\_

Indicate languages you speak, read, and/or write: \_\_\_\_\_

List any professional license(s) you hold: \_\_\_\_\_

List scholarships, academic honors, or other awards you have received: \_\_\_\_\_

List training, skills, and/or experience you have that, in your opinion, would be particularly useful in the position for which you are applying:

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

Can you type?    Yes     No     If so, how many words-per-minute? \_\_\_\_\_

List any equipment, office machines, and/or software you can operate: \_\_\_\_\_

## EMPLOYMENT HISTORY

*Beginning with the most recent employer, list all present and past employment. Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.*

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed:    From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer?    Yes     No     If No, please explain why. \_\_\_\_\_

## EMPLOYMENT HISTORY (Continued...)

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed:    From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer?    Yes     No     If No, please explain why. \_\_\_\_\_

**ANDERSON COUNTY SHERIFF'S OFFICE  
EMPLOYMENT APPLICATION**

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**EMPLOYMENT HISTORY (Continued...)**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If No, please explain why. \_\_\_\_\_

**EMPLOYMENT HISTORY (Continued...)**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If No, please explain why. \_\_\_\_\_

**ANDERSON COUNTY SHERIFF'S OFFICE  
EMPLOYMENT APPLICATION**

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**EMPLOYMENT HISTORY (Continued...)**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If No, please explain why. \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY (Continued...)**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If No, please explain why. \_\_\_\_\_

\_\_\_\_\_

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

## REFERENCES

Complete addresses and telephone numbers **MUST** be provided.

### CO-WORKERS / FORMER CO-WORKERS

Name: \_\_\_\_\_

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

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

## REFERENCES *(Continued...)*

Complete addresses and telephone numbers **MUST** be provided.

**PERSONAL REFERENCES**     *(No relatives, no former employers, and no Anderson County Sheriff's Office employees.)*

Name: \_\_\_\_\_

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

Telephone:     Home: \_\_\_\_\_

                    Work: \_\_\_\_\_

                    Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone:     Home: \_\_\_\_\_

                    Work: \_\_\_\_\_

                    Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone:     Home: \_\_\_\_\_

                    Work: \_\_\_\_\_

                    Cell: \_\_\_\_\_

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

## REFERENCES *(Continued...)*

Complete addresses and telephone numbers **MUST** be provided.

### NEIGHBORS

Name: \_\_\_\_\_

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

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_





# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

## MILITARY SERVICE

If applicable, are you registered with Selective Service? Yes  No

Have you ever served in the military? Yes  No  If No, skip the rest of this section.

Branch: \_\_\_\_\_

Dates of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

Highest Rank / Grade: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Date and Location of your last Discharge: \_\_\_\_\_

List all Medals and Decorations awarded to you during your military service: \_\_\_\_\_

\_\_\_\_\_

If you are presently a member of the National Guard or any military reserve, indicate the unit, location, and describe your obligation:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been court-martialed or subject to disciplinary action to include non-judicial punishment, (i.e. Article 15, Captain's Mast, etc.), while serving as a member of the Armed Forces?

Yes  No  If yes, explain: \_\_\_\_\_

\_\_\_\_\_

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

## APPLICANT PERSONAL HISTORY

Have you ever illegally possessed, used, and/or sold any amount of the following drugs or substances?

Marijuana  
Cocaine  
Hashish  
LSD  
Hallucinogens

Opium  
Heroin  
Speed  
Quaaludes  
Inhalants

Steroids  
PCP  
Ecstasy  
Methamphetamine

Crack  
Amphetamines  
Barbiturates  
Morphine

Yes  No

If yes, explain in detail, indicating which drug(s) or substance(s) and date last used: \_\_\_\_\_

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Other than those listed, are there any other drugs or substances that you have illegally possessed, used, and/or sold to include prescription medications that were not prescribed to you?

Yes  No

If yes, explain in detail, indicating which drug(s) or substance(s) and date last used: \_\_\_\_\_

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Do you drink alcoholic beverages? Yes  No  If yes, indicate how much and how often:

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# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

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## APPLICANT PERSONAL HISTORY *(Continued...)*

How many individuals do you support financially? \_\_\_\_\_

Indicate any income other than your current salary, including your spouse's salary, if applicable:

\_\_\_\_\_

Total amount of your present debt: \_\_\_\_\_

Have you ever been named in a lawsuit either as a plaintiff or a defendant? Yes  No

If yes, explain in detail: \_\_\_\_\_

\_\_\_\_\_

Have you ever been engaged in a private business? Yes  No

If yes, indicate the name and nature of the business, as well as the capacity of your affiliation:

\_\_\_\_\_

\_\_\_\_\_

Are you currently in default on any student or education loan? Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been terminated (fired) or asked to resign from a job? Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

## APPLICANT PERSONAL HISTORY (Continued...)

Would you object to wearing a uniform?      Yes       No

Would you object to working overtime?      Yes       No

Would you object to working regular shifts?      Yes       No

Would you object to working rotating shifts?      Yes       No

Would you object to working holidays?      Yes       No

Would you object to being away from home for long periods of time due to official duties?      Yes       No

If yes, explain: \_\_\_\_\_

Have you ever been arrested by law enforcement?      Yes       No       If yes, indicate the following:

Offense Charged: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_      State: \_\_\_\_\_

Date: \_\_\_\_\_      Disposition: \_\_\_\_\_

Offense Charged: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_      State: \_\_\_\_\_

Date: \_\_\_\_\_      Disposition: \_\_\_\_\_

Offense Charged: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_      State: \_\_\_\_\_

Date: \_\_\_\_\_      Disposition: \_\_\_\_\_

Have you ever been convicted of a felony?      Yes       No

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

## APPLICANT PERSONAL HISTORY (Continued...)

Have you ever been placed on probation? Yes  No

If yes, explain: \_\_\_\_\_

Have you ever been subject to a restraining order? Yes  No

If yes, explain in detail: \_\_\_\_\_

Do you possess a valid South Carolina Driver's License? Yes  No

If yes, indicate Driver's License number: \_\_\_\_\_

Do you possess a Driver's License issued by another state? Yes  No

If yes, indicate: State: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Has your Driver's License ever been suspended or revoked? Yes  No

If yes, explain: \_\_\_\_\_

Are your driving privileges restricted? Yes  No

If yes, give details: \_\_\_\_\_

Are you attempting to conceal any information regarding your background? Yes  No

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

## APPLICANT PERSONAL HISTORY *(Continued...)*

You will find a Job Description included with this application which details the position you are applying for (Deputy, Detention Officer, or Telecommunication Operator). After reading the Job Description, answer the following questions.

After training, could you perform the essential job functions of the position that you are applying for?

Yes  No

If no, explain: \_\_\_\_\_

\_\_\_\_\_

If no, what, if any, reasonable accommodations could be made so that you could perform the essential job functions?

\_\_\_\_\_

\_\_\_\_\_

## DISCLAIMER

I hereby certify that all statements on this form are true and complete and that any misstatement or omission will subject me to disqualification or dismissal.

This, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

# ANDERSON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

## STATISTICAL INFORMATION

The information collected in this section is used for statistical purposes only and in no way has any bearing on the processing or outcome of the employment application. This data will be kept in a confidential file.

Application Date: \_\_\_\_\_  
Month / Day / Year

Full Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Number Street  
\_\_\_\_\_  
City State Zip County

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell (Other): \_\_\_\_\_

Position Applied For: Deputy  Detention Officer   
Telecommunication Operator  Clerical   
Other  \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date-of-Birth: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Are you a Vietnam Veteran? Yes  No

Are you a Disabled Veteran? Yes  No  If Yes, VA Disability Rating? \_\_\_\_\_ %

How did you hear about our agency? Advertisement  Job Service  Employment Agency   
County Employee  Specify: \_\_\_\_\_  
Career Fair  Specify: \_\_\_\_\_  
Other  Specify: \_\_\_\_\_

**ANDERSON COUNTY SHERIFF'S OFFICE  
EMPLOYMENT APPLICATION**

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**ANDERSON COUNTY SHERIFF'S OFFICE**

I, \_\_\_\_\_, permit my present and prior employers to divulge to this organization relevant personal information from the personnel file(s) they possess. I also authorize this organization to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of its choice. I authorize it to make an investigative report whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted as well as from investigation of information available on social networking sites and the Internet.

I understand and acknowledge that information contained herein may be subject to disclosure under the South Carolina Freedom of Information Act.

I understand and agree that if I should admit to or divulge my involvement in any criminal offenses during the application process such may be reported to the proper jurisdictional authority for investigation and/or prosecution.

I release from liability, agree not to sue, and hold harmless, the Anderson County Sheriff's Office, Sheriff John S. Skipper, Jr., his deputies, agents, assigns, and others similarly situated from any and all liability in any way with the processing of my application even if they should be negligent.

**I UNDERSTAND AND ACKNOWLEDGE THAT NOTHING CONTAINED HEREIN CREATES A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED. IF I AM OFFERED EMPLOYMENT WITH THE ACSO AND ACCEPT SAME, I FURTHER UNDERSTAND AND AGREE ALL EMPLOYMENT WITH THE ACSO IS ON AN AT-WILL BASIS; EITHER THE EMPLOYEE OR THE ACSO MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON. NO STATEMENT, WHETHER WRITTEN OR VERBAL, CAN ALTER THE AT-WILL NATURE OF EMPLOYMENT WITH THE ACSO.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTIONS

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### DEPUTY SHERIFF 5161 BAND 103

#### GENERAL PURPOSE

Under general supervision, maintains law and order; protects life and property; enforces laws and ordinances; patrols designated areas in patrol car and/or by foot patrol; serves court orders and process, provides court security.

#### SUPERVISION RECEIVED

Works under the general guidance and direction of assigned supervisor.

#### SUPERVISION EXERCISED

None.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the enforcement of all federal and state laws, county ordinances, and departmental orders, rules, policies and procedures set forth by the Sheriff.

Patrols assigned area to enforce laws, deter and detect crime, investigate illegal or suspicious activities of persons, quell disturbances and arrest violators.

Patrols assigned area, observing traffic violations and issuing citations.

Responds to crime scenes to assist in the preservation and collection of evidence.

Assists fellow officers in competing their duties, including sharing information with others.

Prepares, processes, and/or transmits various reports including, but not limited to, incident reports, daily reports, arrest reports, burglary analysis sheets, accident reports, statements, victims forms and vice/narcotic lead sheets.

Conducts follow-up investigations.

Assists other public agencies in emergency situations.

Attends court to provide testimony and evidence, as needed.

Locates person to be served, using telephone directories, state, county and city records, or public utility records and delivers documents.

# **ANDERSON COUNTY SHERIFF'S OFFICE**

## **JOB DESCRIPTIONS**

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Assists motorists in various situations as needed.

Maintains weapons, vehicle service, and equipment in functional and presentable condition.

Maintains required level of proficiency in the use of firearms and evasive action and driving skills.

Provides non-confidential information to the general public.

Serves court orders and process, such as warrants, summonses, subpoenas, petitions, notices, rule to show cause, bench warrants, civil and other official papers, as required; records time and place of delivery.

May be certified to conduct Breathalyzer tests on persons suspected/accused of DUI/DWI.

Provides court security as needed, and transports prisoners to court as required; transports individuals to mental health facilities throughout the state; transports prisoners to hospital for medical attention; maintains custody of individuals while transporting.

Provides safety and crime prevention information to the public.

Regular and punctual attendance is essential and necessary to perform the essential duties and responsibilities required for this job. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

Performs other related duties as required.

### **ADDITIONAL ESSENTIAL REQUIREMENTS**

Effectively conveys and receives ideas, information and directions; seeks to clarify and confirm the accuracy of their understanding of unfamiliar or vague terms and instructions; listens effectively; demonstrates good verbal and written communication.

Successfully works with others to achieve desired results; contributes to team projects; exchanges ideas, opinions; helps prevent, resolve conflicts; develops positive working relationships; is flexible, open-minded; promotes mutual respect.

Maintains fair work load; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications.

Develops realistic plans; balances short and long-term goals; uses time and resources effectively; prioritizes duties in a manner consistent with organizational objectives and emergencies; meets deadlines and follows through; requests assistance when necessary to complete duties.

# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTIONS

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Anticipates and prevents problems; defines problems, identifies solutions; overcomes obstacles; helps team solve problems.

Pursues goals with commitment and takes initiative eagerly; results-oriented; desires to excel on the job; works steadily and actively; demonstrates self-confidence and positive attitude.

Listens, identifies, and responds quickly and effectively to the needs of the community and sets work activities accordingly; goes beyond what is expected and follows up to ensure community satisfaction.

Demonstrates accuracy, thoroughness, and reliability; develops and follows work procedures.

Treats everyone equitable and fairly; embraces diversity in daily work life; works with diverse group of employees comfortably and willingly.

Consistently is on time and ready to work at the start of shift and after breaks; requires no start-up time; always provides proper notification or advance notice for absence or tardiness.

Represents self and situations honestly, understands and maintains confidentiality.

### PERIPHERAL DUTIES

Duty hours may be extended or varied from time to time as deemed necessary by your supervisor.

Operates radio to deliver instructions to patrol units.

Assumes control at traffic accidents to maintain traffic flow, as requested; assists accident victims as required.

Provides assistance to the public in non-criminal situations.

Performs other related duties, as required.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

- (A) High school diploma or GED equivalent

#### Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of modern law enforcement principles, procedures, techniques, and equipment; knowledge of applicable laws, ordinances and Sheriff's Office rules and regulations; working knowledge of computers; knowledge of County's geography
- (B) Skill in the use of the tools and equipment listed below.

# **ANDERSON COUNTY SHERIFF'S OFFICE**

## **JOB DESCRIPTIONS**

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- (C) Ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to work under stressful, high risk conditions; ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to learn the County's geography, ability to meet the special requirements listed below.

### **SPECIAL REQUIREMENTS**

- (A) Must be at least 21 years old;
- (B) Must possess, or be able to obtain by time of hire, a valid SC Driver's License without record of suspension or revocation in any state;
- (C) Ability to meet Anderson County Sheriff's Office's physical standards;
- (D) Basic Law Enforcement Training certification from SC Criminal Justice Academy;
- (E) Must attend 40 hours of in-service training every three (3) years; and
- (F) Must successfully complete periodic training programs, both internal and external.

### **TOOLS AND EQUIPMENT USED**

Patrol car, police radio, firearms, handcuffs, baton, chemical spray, flashlights, binoculars, audio and/or video recorder, camera, computers (including word processing and specialized software), copy machine, fax machine, telephone, federal, state and local statute books, maps, charts and diagrams, tape measures, Breathalyzer machine/Data master, magnifying lens, scissors, manuals, reference books, incident reports, booking forms, ticket book, first aid kits, fire extinguishers, Kevlar vests, Personal Protective Equipment (PPE-KIT).

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is required to sit; talk; hear; stand; walk; run; use hands to finger, handle, or operate objects, controls or tools listed above; reach with hands and arms; climb or balance; stoop; kneel; crouch or crawl; taste and smell.

The employee must occasionally lift and/or move more than 100 pounds.

# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTIONS

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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally is exposed to hostile environments and individuals, works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, blood-borne pathogens, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually quiet in the office and moderately noisy in the field.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have this position must be able to perform all essential functions unaided or with reasonable accommodation.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTIONS

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### DETENTION OFFICER 5141 BAND 103

#### GENERAL PURPOSE

Performs a variety of routine and specialized public safety work in the care and custody of prisoners. Maintains order and discipline among prisoners.

#### SUPERVISION RECEIVED

Works under the direct supervision of the Shift Sergeant or Lieutenant.

#### SUPERVISION EXERCISED

None. May supervise temporary or part-time staff, as assigned. This position does not have the authority to hire, fire, promote, or demote any full-time or part-time employees. This position has no particular weight when such employment decisions are made.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Books, fingerprints, photographs, searches, and releases prisoners.

Operates cameras, computers, typewriters, and copy machines.

Supervises inmates during work duties.

Takes inventory of personal items of inmates and houses items during inmates stay.

Provides inmates with information on his/her personal records when requested.

Maintains security and order in all areas inside and outside of the correctional or holding facility.

Administers and supervises mealtime feeding, visitation, recreation, counseling, and work assigned to prisoners.

Answers telephone calls and monitors jail access and egress.

Performs security patrols.

Works an assigned shift using judgment in deciding course of action, being expected to handle difficult and emergency situations.

Carries out duties in conformance with Federal, State, and County laws and ordinances.

# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTIONS

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Responds to emergency radio calls and investigates incidents, crimes, disturbances, disputes, fights, abuse of drugs, etc., among prisoners. Takes appropriate law enforcement action.

Accompanies inmates to and from medical facilities.

Dispenses medication to inmates as directed by supervisor.

Prepares a variety of reports and records: medical reports, incident reports, inmate work roster, extradition waivers, and personal property of inmate's releases, weekend inmate sheet, and detainer forms.

Regular and punctual attendance is essential and necessary to perform the essential duties and responsibilities required for this job.

### PERIPHERAL DUTIES

Coordinates activities with other officers or departments as needed, exchanges information with officers in other law enforcement agencies, as needed and assigned.

Maintains assigned equipment, supplies, and facilities.

Maintains contact with public, court officials, and other County officials in the performance of operating activities.

Serves as a member of various employee committees.

Performs other related duties as assigned.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience

- (A) High school diploma or GED equivalent;
- (B) One (1) year of law enforcement experience; or
- (C) Any equivalent combination of education and experience.

#### **Necessary Knowledge, Skills, and Abilities:**

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- (B) Skill in operating the tools and equipment listed below.

# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTIONS

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- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions in emergency and non-emergency situations; ability to follow verbal and written instructions.

### **SPECIAL REQUIREMENTS**

- (A) Must be at least 21 years old;
- (B) Must possess, or be able to obtain by time of hire, a valid SC Driver's License without record of suspension or revocation in any state;
- (C) Ability to meet Department's physical standards;
- (D) Must obtain SC Criminal Justice Academy training certification;
- (E) Must successfully complete periodic training programs, both internal and external; and
- (F) Must attend 40 hours of in-service training every three (3) years.

### **TOOLS AND EQUIPMENT USED**

Patrol car (if duties include transport), radio, Chemical Mace, flashlight, leg irons, waist belt, handcuffs, and first aid equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, or crawl; taste and smell.

The employee must occasionally lift and/or move more than 100 pounds. Employee may have to endure twenty-five (25) pounds of force.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTIONS

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### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTIONS

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### TELECOMMUNICATION OPERATOR 5213 PAY GRADE - 10

#### GENERAL PURPOSE

Under direct supervision receives calls and dispatches/receives information requiring action by the law enforcement's officers. Ensures calls are handled in a professional and timely manner.

#### SUPERVISION RECEIVED

Works under direct supervision of the Communications Lieutenant and the Public Safety Communications Shift Supervisor.

#### SUPERVISION EXERCISED

NONE.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Regular and punctual attendance is essential and necessary to perform the essential duties and responsibilities required for this job.

Responsible for dispatching appropriate units for emergency or routine calls pertaining to Law Enforcement, Fire, or EMS.

Ability to maintain status of units in computer aided dispatch system.

Responsible for monitoring alarm system.

Ability to operate complex radio and computer system.

Coordinate activities between various emergency service providers.

Must be able to work 12 or 8 hour swing shifts including holidays and weekends; and ability to take and handle calls for litter control, animal control, public works, and various other departments after hours.

Responsible for assisting in taking overflow 911 and non-emergency telephone calls.

Must be trained and able to operate all emergency channels.

Ability to deal with high mental stress situations concerning life and death.

# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTIONS

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### PERIPHERAL DUTIES

Required to take on-call duty as scheduled.

Performs other related duties as needed.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

- (A) High school diploma or GED equivalent (required by CJA); or
- (B) Any equivalent combination of education and experience.

#### Necessary Knowledge, Skills and Abilities:

- (A) Performs day-to-day routine without specific instructions or assignments made in terms of what needs to be done and when the work is to be completed. Employee works within clearly established standards and guidelines, referring exceptions to the normal practices to supervisor;
- (B) Skill in operating the tools and equipment listed below;
- (C) Ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public; ability to exercise sound judgment in evaluating situations and in making decisions; and
- (D) Ability to follow verbal and written instructions; ability to meet the special requirements listed below.

### SPECIAL REQUIREMENTS

SC 911 Certification in Fire and EMS;

APCO 40 Telecommunication Certification in Fire and EMS;

TDD Training in Fire and EMS; and

A valid SC driver's license or the ability to obtain one.

### TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; phone; radio; fax and copy machine; communications switchboard, including computer-aided systems; teletypes; typewriter; hand tools; electronic testers; radar; radio transmitters and receivers; reference books; maps.

# ANDERSON COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTIONS

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit and talk and /or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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