

The Court Deputy is a unclassified, non-exempt, part time position working for Shelby County and providing security for the courts, judges, courthouse employees, and general public; assisting the Sheriff's Training Center staff with the delivery of various training curriculums; safely and securely transporting prisoners to and from the Shelby County Jail and local, state and federal courts; and serving civil process for the courts as needed. Employees in this position will work no more than 29 hours per week.

Qualifications and Requirements:

MINIMUM REQUIREMENTS

- High diploma for a state accredited high school or G.E.D. equivalent from a state certified program. In the State of Alabama a Certificate of Attendance does not constitute a high school diploma. If you indicate on your application that you have a high school diploma and it is determined that you don't, your application will automatically be disqualified.
- Alabama Peace Officer's Standards of Training.
- Meets Minimum Standards of Training certification.
- Valid Alabama Driver's License

PREFERRED REQUIREMENTS

- None.

Physical Demands & Work Environment:

WORKING CONDITIONS: Most work is performed indoors.

PHYSICAL REQUIREMENTS: Work is generally light consisting of standing, sitting, and walking. Force may be necessary in order to maintain control of a situation.

Other Important Requirements and Information:

WRITTEN AND PERFORMANCE EXAMINATIONS

No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this Position Announcement and denoted on their Job Application and responses to the Supplemental Questionnaire.

BACKGROUND CHECK

As part of the pre-employment procedure, former supervisors, employers, police and FBI files, plus references provided by the candidates shall be checked as a precaution against obtaining undesirable employees. Reference and background checks may or may not be completed prior to an offer of employment, and the information shall be handled as privileged information available to appointing authorities in considering applicants.

PRE-EMPLOYMENT POST OFFER MEDICAL EXAMINATION

As a condition of employment after receiving a job offer for this position applicants are required to pass a physical examination conducted by a licensed physician designated by Shelby County.

PRE-EMPLOYMENT/POST OFFER DRUG SCREENING

Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

Shelby County, Alabama is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.