



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# DEPUTY SHERIFF – SHERIFF’S OFFICE

*This Position is Part Time with **NO** Benefits*

**Vacancy Number**  
16-1095

**Hiring Range**  
\$35,882 - \$40,545

**Opening Date**  
September 9, 2016

**Closing Date**  
OPEN UNTIL FILLED

**ESSENTIAL JOB DUTIES:**

Court bailiffs are sworn law enforcement officers situated in courtrooms to provide security and maintain order. Bailiffs conduct protective-service work in and around the Moore County Courthouse and maintain courthouse entrance checkpoints utilizing magnetometers as well as X-ray machines to ensure security. Along with guarding juries and enforcing rules of the courts, bailiffs open court by announcing the judges' arrival and close court by announcing the judges' departure. They may call witnesses to testify and present the oath prior to witnesses taking the stand. Court bailiffs may also provide administrative support to judges and jurors, stock courtroom supplies, deliver court documents and take custody of offenders.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High School graduation or equivalent.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Possession of Basic Law Enforcement Certificate issued by the State of North Carolina;
- Must meet and maintain minimum qualifications for the position established by the department and the State of North Carolina;
- Possess and maintain a valid North Carolina driver's license.

**PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**Submit your completed  
County of Moore  
Application To:**

Tim Cameron  
302 South McNeill Street  
Carthage, NC 28327  
Phone: (910) 947-2931  
Fax: (910) 947-2792  
[www.moorecountync.gov](http://www.moorecountync.gov)

**Resumes are optional.  
Incomplete, unsigned, or  
any application other than a  
County of Moore application  
will not be forwarded to the  
hiring authority.**

**Applications received after  
the closeout date/time  
indicated will not be eligible  
for consideration.**

**Moore County Human  
Resources Office is not  
responsible for failure to  
receive faxed applications.**

**Please take a moment to  
ensure your transmission  
was received.**

***The County of Moore is a drug-free workplace and  
Equal Opportunity employer.***

***In compliance with the Immigration Reform and Control Act of 1986,  
Moore County will employ only those individuals who are U.S. citizens  
or legal aliens authorized to maintain employment in the United  
States.***

***All applicants tentatively selected for this position will be required to  
submit to a background check, pre-employment drug test and post  
offer physical.***

***Moore County is an E-Verify Participant***