

Position Available: Community Service Officer – Full Time

Department: Gilpin County Sheriff's Office

Application Deadline: May 23, 2017 at 1630 hours

Job Description: The Community Service Officer performs all the duties related to the Detentions Control Room. This consists of operating a central control center which includes panel and monitors, security cameras and television monitors to view areas of the detentions facility. Performs visual and audio surveillance of doors and activities of inmates and staff.

Process: The written exam will be given on, **May 31, 2017 at 0900 hours sharp**. Testing will consist of a written exam, background investigation, oral board interviews and drug screen. You must pass each individual phase to continue to the next level of the testing process.

Qualifications / Requirements:

- Education: High School graduate or equivalent, or any equivalent combination of education and training that would provide the required knowledge and skills to perform the job.
- Must be a minimum of 18 years of age.
- Computer literacy including basic typing skills
- Must pass background check, including criminal.

Hours: Must be able to work shift work, weekends and holidays.

Excellent benefit package – to include:

- Employer paid medical, dental and vision for employee (minimal cost for family coverage)
- Long term disability insurance, accidental death and disability insurance, long term care insurance, and a \$50,000 life insurance policy provided at no cost to the employee
- Sick, vacation, and personal leave
- 100% vested in retirement plan upon hire

Pay Rate: \$16.49 - \$17.31 / hour DOQ

Application Procedures: Applications are available at Gilpin County Human Resources, 495 Apex Valley Road, Black Hawk, M-F 8:00 a.m. – 4:30 p.m. or Gilpin County Sheriff's Office, 2960 Dory Hill Road, Black Hawk, M-F 8:00 a.m. – 5:00 p.m. or on our website (<http://co.gilpin.co.us/Employment/jobs.htm>).

Please send completed application to:

Gilpin County Sheriff's Office
Attn: Captain T. Kapke
2960 Dory Hill Road – Suite 350
Black Hawk, Colorado 80422

If you have any questions please call 303-582-3576.

Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, go to: <http://www.tgslc.org/borrowers/public-service/>

Gilpin County is an Equal Opportunity Employer