**State Transport Deputy Sheriff, Lamoille County Sheriff’s Department**

The Lamoille County Sheriff’s Department in Hyde Park, VT is hiring a Transport Deputy Sheriff. This is a full-time position, 40 hours per week Monday-Friday. The position is a paygrade 23 with a salary range of $26.57 to $41.49 hourly, and is eligible for State benefits.. The Transport Deputy position serves a six-month, full-time status, working test period (probationary period) that does not include any time that may be spent at the VT Criminal Justice Training Police Academy for initial certification, or any time on unpaid leave.

**Summary of Duties:** The State Transport Deputy Sheriff (“Transport Deputy”) is engaged in specialized law enforcement work for the Department of State’s Attorney’s and Sheriffs (“SAS”) involving the safe and secure transportation of prisoners, mentally ill persons and juveniles, and those who are in the custody of the State to and from court and court-related hearings, or other facilities as ordered by the court. The Transport Deputy may also be assigned to perform extradition work, and other duties assigned, as permitted by policy. The Transport Deputy is supervised by the Sheriff. The position is normally assigned to work Monday-Friday, however, the starting and finishing time each workday, as well as the workweek days, is directed by the Sheriff in accordance with the needs relating to transports, extraditions, or other assignments, including, but not limited to, assisting other Sheriffs’ offices with transports, and/or extradition work as authorized by the Sheriff and Department. The Transport Deputy must be able to successfully adapt to variations in the daily schedule, and the pressure associated with transporting individuals who may be experiencing anxiety and stress related to their court/case adjudication.

Transport Deputies are expected to establish positive and collaborative working relationships with the other Sheriffs’ offices, the 14 State’s Attorneys’ offices, the Vermont Judiciary Courts, the Departments of Corrections, Mental Health, Children and Families, Vermont State Police and other law enforcement agencies, and state and federal partners and community organizations. Must have excellent interpersonal skills, and demonstrate empathy, emotional intelligence and maturity, and maintain professional behavior and self-composure under stressful situations.

The Transport Deputy must follow all policies, rules and protocols of the State, the Department of State’s Attorneys and Sheriffs, and the Sheriff’s Office. The Transport Deputy must complete and submit accurate timesheets, report all hours and leave time; complete transportation reports, providing the data required by the Department. The position is expected to engage in data entry relating to work/transports, on the system(s) provided by the Sheriff and/or Department. The State Transport Deputy must timely complete forms and data entry requirements relating to daily transports as directed by the Department (SAS); and must account for all work performed during any State-paid hours, including daily data entry of their transportation work, or record-keeping of other work. This is a mandate of the Department of SAS in order for the employee to be paid and the Sheriff to receive reimbursement of other costs. If no transports or related duties are scheduled, the Transport Deputy may assist the Sheriff with general law enforcement services in the county, in accordance with SAS Department Policy.

**Required Knowledge, Skills and Abilities**

Ability to maintain self-composure under stressful situations, and to make appropriate decisions. Ability to carry out duties with accuracy and attention to detail. Ability to perform tasks in a professional manner and maintain strict confidentiality.

Ability to respectfully interact with co-workers, supervisors, person(s) in transport, the public and partner organizations.

Must have excellent interpersonal skills, and demonstrate empathy, emotional intelligence and maturity, particularly in dealing with vulnerable populations. Ability to use Microsoft Office and the transportation manager IT system(s).

**Preferred Knowledge, Skills and Abilities:**

Working knowledge of Vermont laws and ability to correctly apply them as they relate to Transport Deputy work tasks.

**Environmental Factors**: Incumbent can expect significant travel throughout the year including during inclement weather. Work hours and daily schedule is dependent upon the transport needs and the court, and one can anticipate delays based upon the courts’ schedules. In addition, there is stress related to the transportation of inmates which may include the potential for physical altercations, medical emergencies, transporting individuals who may be a mental health crisis or suffering from physical ailments, and who may become agitated and emotional based upon court outcomes. Incumbent must be able to drive, sit or stand for long periods of time. May be required to come in for call-ins for unexpected transports or extradition issues.

**Minimum Qualifications:** A valid Vermont Driver’s license. Failure to maintain a valid Vermont Driver’s license will result in separation from the State Transport Deputy position. Incumbent must immediately report to the Sheriff any criminal charges and/or motor vehicle violations. The employee may be required to have Level 3-Vermont law enforcement certification at the time of hire; or with the approval of the Sheriff, a new hire may attain the certification within 12 months. If required to have Level 3 certification, failure to attain, or to maintain, such certification may result in separation from the State Transport Deputy position. The Transport Deputy position serves a working test period (probationary period). This test period requires full-time status, for a period of not less than six-months; however, the six-months working test period cannot include any time spent at the Vermont Criminal Justice Training Police Academy for initial or level 3 certification, or any time on unpaid leave.

**\*\*DO NOT APPLY ONLINE\*\*** Interested applicants must send a short cover letter, and a current resume including month and year start/end dates for experience and education and 3 work-related references to: Lamoille County Sheriff Roger Marcoux at [roger.marcoux@vermont.gov](mailto:roger.marcoux@vermont.gov) and to SAS Executive Assistant Ashley Perry at [sas.jobs@vermont.gov](mailto:sas.jobs@vermont.gov)

*The Vermont Department of State’s Attorneys and Sheriffs is committed to equal employment opportunity for all individuals, and to providing a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, protected veteran or disabled status, genetic information, or crime victim status.*