**Vermont Department of State’s Attorneys & Sheriffs**

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

The Vermont Department of State’s Attorneys and Sheriffs is hiring for a State Transport Deputy in the Windham County Sheriff’s Department Brattleboro, VT. This is a full-time position, 40 hours per week Monday-Friday. The position is paygrade 23 with a salary range of $27.50 to $42.94 hourly based upon relevant work history, and is eligible for State benefits. The Transport Deputy position serves a six-month working probationary period.

**Summary of Duties:** The State Transport Deputy (“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 person in the custody of the State of Vermont to and from court hearings, or persons ordered from court to another facility. Statutorily, the transport orders are for prisoners, persons suffering mental illness, and juveniles. The Transport Deputy may also be assigned to perform extradition work, and other duties assigned by the SAS Executive Director, or by the Sheriff when those tasks have been approved by SAS. The Transport Deputies are under the jurisdiction of the SAS Executive Director, but locally 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.

The Transport Deputy is 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. Must correctly interpret and apply office and department rules in performance of the job. Must be timely in reporting to work and dependable in attendance. Must consistently demonstrate good judgment, courtesy and tact. Must establish and maintain effective working relationships with supervisors and co-workers, partner agencies and organizations, and the public. Must represent the State and the Department in a professional manner at all times, both off and on duty.

Must complete and submit accurate timesheets, report all hours and leave time; complete transportation reports, submit transport data into the system designated by SAS. 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 tasks that have been pre-approved by the Department of SAS.

**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). 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 the Transport Deputy can expect delays based upon the courts’ schedules. There is stress related to the transportation of inmates which may include the potential for physical altercations, medical emergencies, transporting individuals who may be experiencing 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 will be required to have Level 2 or 3-Vermont law enforcement certification at the time of hire; or with the approval of the Department and the Sheriff, a new hire may attain the Level 2 certification within the first 4 weeks of employment. Failure to attain or retain certification will result in separation from the position.

**\*\*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: Windham County Sheriff Mark Anderson at [manderso@windhamcountyvt.gov](mailto:manderso@windhamcountyvt.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.*