



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Officer-Reserve Unit

LOCATION: Sheriff's Office

SALARY: \$20.30/Hr.

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

POSITION: OFFICER- RESERVE UNIT

DEPARTMENT: SHERIFF'S OFFICE

SALARY: \$20.00/HR.

POSITION PURPOSE: ASSISTS THE SHERIFF'S OFFICE IN ENSURING THE PEACE AND SAFETY OF THE PUBLIC.

POSITION IN ORGANIZATION: REPORTS TO THE RESERVE UNIT SERGEANT.

MAJOR DUTIES:

1. Performs vehicular and pedestrian traffic control as requested through the Sheriff's Office.
2. Provides crowd control as requested through the Sheriff's Office.
3. Assists and performs Agency boat patrol functions.
4. Provides security for juries as requested by the courts through the Sheriff's Office.
5. Provides security and guard duties for hospitalized prisoners in the custody of Winnebago County.
6. During emergency conditions, assists with the patrol function of the Sheriff's Office.
7. Assists in conducting search and rescue operation both for land and water when required.
8. Assists with transporting prisoners to and from court appearances.
9. Performs all other related duties as assigned.

PRINCIPAL ACCOUNTABILITIES:

1. Ensures the safety of the public at special events.
2. Ensures that contact with the public is professional and courteous.
3. Ensures the safe and secure transportation and monitoring of all prisoners.
4. Ensures any enforcement action taken is in conformance with State Law and Agency policy and standards.

5. Communicates to supervisors in a timely manner all information obtained which is pertinent to the achievement of Agency objectives.

GENERAL QUALIFICATIONS:

1. Knowledge of Sheriff's Office policies, practices and procedures.
2. Ability to apply correct policies, practices and procedures to a variety of situations.
3. Ability to establish and maintain effective relationships with the public and co-workers.
4. Preference will be given to Law Enforcement Certified officers, and must meet Agency Firearms, Defensive & Arrest Tactics and Emergency Vehicle Operations proficiency requirements on a continuing basis.
5. Possess valid Wisconsin driver's license.
6. Must be an U.S. Citizen, high school diploma or its equivalency and at least 18 years of age.
7. Must be able to speak, read and write the English language and communicate effectively both orally and in writing.
8. Must be free of any felony or domestic abuse conviction.

PHYSICAL QUALIFICATIONS:

1. Ability to meet the physical, mental and psychological qualifications of a Police Officer in the Sheriff's Office.
2. Perform officer duties to the level of certification and experience to include: assisting with traffic stops, controlling large crowds at festivals and all other law enforcement related activities.
3. Ability to function in situations which may rapidly change from those during routine reserve operations to those which are emergencies and highly stressful.