

## Job Announcement

# Hughes County Sheriff

Hughes County is currently accepting applications for appointment to the elected position of Sheriff. This is an appointment to an elected position until the next general election in 2022. Should the appointee desire to continue to serve at that time, the appointee must run for re-election. The Sheriff is the chief law enforcement officer for the county and will supervise and direct all personnel and functions of the Sheriff's Office, Hughes County Jail and Juvenile Services Center, pursuant to South Dakota law.

The Hughes County Sheriff is elected by the Citizens of Hughes County and by law shall keep and preserve the peace within his county as governed by South Dakota Codified Law. The Sheriff is responsible for enforcing ordinances, executive orders and laws as required; overseeing Sheriff and Jail budgets, contracts and user agreements; executing writs, warrants and civil processes from the courts; overseeing the Sheriff's Deputies patrol, investigative, transport, training and records functions; ensuring that all staff is properly trained; appointment and removal of deputies, correctional officers and clerks as required; operating the County 24/7 Sobriety Program; and ensuring compliance with all required accreditation standards.

This is a full time elected position and has a full range of benefits, including retirement, health and dental insurance.

### **Qualifications:**

Must be a certified law enforcement officer and have the qualifications dictated by statute for a county elected official and Sheriff. Must have a working knowledge of civil and criminal law and methods and practices of law enforcement. The applicant must have a working knowledge of the operations of a County Sheriff's office and jail, and have the ability to effectively supervise others. The applicant must also have the physical ability to perform the functions of the office.

Must have the ability to deal tactfully with others, interpret laws, ordinances, and administrative rules. Follow established procedures, make timely and accurate decisions, demonstrate leadership and management skills, be goal-oriented, and meet deadlines. Must have the ability to plan, organize, prioritize, and direct the work of others to meet schedules and deadlines; prepare clear, concise, and accurate reports and to understand and follow both verbal and written instructions; and communicate effectively both verbally and in writing. Must be able to establish and maintain effective relationships with employees, other agencies, and the public. Must be able to conduct interviews with individuals, including those who are reluctant to provide information or who are not communicative.

Experience with City, County or State Government is also beneficial. Must have a valid SD Driver's License. Background check required. Must be a resident of Hughes County at the time of appointment.

**Closing Date:** Open until filled.

**Starting Salary** will be from \$65,000 to \$79,000 annually, depending on qualifications.

For an application packet contact your local Department of Labor or Karla Pickard at 104 E Capitol Avenue, Pierre, SD 57501. Phone 605-773-7477. Applications and resumes should be returned to: Kevin Hipple, County Manager, 104 E. Capitol Avenue, Pierre, SD 57501.

**Equal Opportunity Employer**