



Position Title: Major
Department: Rockingham County Sheriff's Office
Status/Shift: Full-Time, Non-Exempt

Salary Range: **\$30.62 - \$37.51**(Midpoint)
Dependent upon Experience
Grade: 10 (Non-Union Pay Plan)
Posted: 04/02/2019
Closing: Friday, April 12, 2019

Purpose/Scope:

The Major is the Executive Officer of the Sheriff's Office, reporting to the Sheriff and is responsible for the general management of the Office's five (5) divisions. The Major is authorized to make operational decisions on behalf of the Sheriff, to officially represent the Sheriff at various forums, and to act as the department head in the absence of the High Sheriff.

Knowledge, Skills, and Abilities Required:

Candidates must possess thorough knowledge of General Orders, Rules & Regulations and Standard Operating Procedures of Rockingham County Sheriff's Office. Must be proficient in civil law and incident command structure; must possess strong communication and public relations skills. Must have the ability to effectively communicate with media resources seeking information about Sheriff's Office operations. Familiarity with and understanding of New Hampshire's "Right to Know Law" (NH RSA 91-A). Proficiency in the use and implementation of social media resources for law enforcement purposes. Certification through New Hampshire Police Standards & Training Council's Police Academy.

Eligibility:

To be eligible for this examination, applicants must possess extensive knowledge of the Criminal Justice System and have ten (10) years of law enforcement experience with at least two years in a supervisory role in a County Sheriff's Office. Qualified candidates must have completed command-level supervisory training and must have a bachelor's degree. (Candidates not currently enrolled in a bachelor's program must complete a bachelor's degree from an accredited institution within 24 months of appointment.)

Examination Subjects:

The examination will be developed and designed to test -- where practical -- the following competencies that have been established as qualifications for the position: Adapting & Coping, Conflict Management, Decision Making/Decisiveness, Integrity, Interpersonal Skills, Initiative and Thoroughness, Leadership, Multi-Tasking, Oral Communication, Organizing and Planning, Perception, and Written Communication

Examination Organization:

The examination process will be a Sole Assessment Center. The assessment center process will require that candidates be available for a full day of testing on Tuesday, April 23rd, 2019. The Assessment Center exercises were developed, designed and will be administered by a contracted consultant, Integrity Testing LLC. The assessment center will consist of **five (5) assessment center exercises** in which each candidate will participate. Each assessment center exercise will be weighted equally.

Note: At examination site, applicants must present a valid photo identification with signature; such as a current driver's license.

Qualified candidates who are current employees of Sheriff's Office must submit a letter of intent to Sheriff Massahos requesting consideration for the position. Application deadline is Friday, April 12th at 1600.

Submission Requirements for external applicants: Employment application required. Resume and cover letter optional.

Apply to: Human Resources Department
Mail or Drop off Applications to: **Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833**
Email: careers@co.rockingham.nh.us

Applications can be found online at: rockinghamcountynh.org/careers
Equal Opportunity Employment

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.