

Employment

The ***Hunterdon County Sheriff's Office*** is steadfastly committed to providing equal employment opportunities to all employees and job applicants. We strive to have a diverse workforce which is representative of Hunterdon's population, in addition to strong advocacy for ensuring opportunity to underrepresented communities. We endeavor to recruit, mentor, train, and encourage the best-qualified candidates who share our commitment of providing professional, responsible, effective, efficient, and compassionate law enforcement services to the residents of Hunterdon County.

We promote and maintain an extremely positive working relationship with both neighboring law enforcement agencies and the communities we serve. We offer a healthy work environment promoting high morale and an ideology which fosters a deep regard for dignity and respect.

Sheriff's Office Employment Overview

To be eligible for a position as a Sheriff's Officer, applicants must first take the Law Enforcement Examination (LEE) administered by the New Jersey Civil Service Commission. The purpose of this written test is to generate a pool of eligible candidates who are then placed on a list which is used to fill law enforcement positions throughout the state. For more information about the exam as well as other pertinent information, visit the [Civil Service Commission website](#).

When a vacancy occurs within the Sheriff's Office, the Civil Service Commission is asked to provide the Hunterdon County Sheriff's Office with a list of the highest ranked eligible candidates. This sets in motion our applicant selection and hiring process.

Additionally, effective June 18, 2022, as an alternate course of hiring of Sheriff's Officer candidates, and, Correctional Police Officers, the Civil Service Commission shall exempt from the requirement to take an entry examination for any entry-level Sheriff's Officer position or entry-level County Correctional position for a person who successfully completes a full Basic Course for Police Officers training course or a full Basic Course for Corrections Officers training course at a school approved and authorized by the New Jersey Police Training Commission within nine months from the date of hire as a probationary entry-level officer.

Applicant Selection Process

Qualified applicants invited to apply for a position with the Hunterdon County Sheriff's Office will participate in a comprehensive selection process as summarized below. This process is designed to assess the knowledge, skills, abilities, character, and physical and psychological fitness of candidates. Applicant processing averages between six to eight weeks to complete.

1. **Interview** - An initial interview will be conducted by members of the Sheriff's staff. This interview serves as a meet and greet and job familiarization opportunity for both the Sheriff's Staff and the applicant.
2. **Application** - Following the interview, a formal job application, information packet, instructions, and salary guide are provided to applicants. Following this, applicants are advised of application return deadlines and important dates in the selection process.
3. **Background Investigation** - Applicants are assigned a background investigator. The investigator conducts a highly detailed evaluation of the information submitted along with verification of documentation. The submission of fingerprints and photo for a criminal records check takes place at this phase. The investigation includes but is not limited to, verification of employment, education, credit history, results of a criminal history check, and law enforcement contacts, reference checks, and interviews with friends, family and neighbors. The background investigator will document his/her findings in a written report submitted to the Sheriff.
4. **Conditional Offer of Employment**
Upon approval of the Sheriff, an applicant receives a conditional offer (CO) of employment. The CO clears the way for a comprehensive medical examination and psychological evaluation conducted by occupational health physician(s).
5. **Medical Examination.** The physician will prepare a detailed report and make a recommendation as to your physical fitness and suitability for employment with the Hunterdon County Sheriff's Office. Beginning in 2022, A physical fitness assessment will be conducted by a Certified Physical Fitness Instructor who utilizes [Police Training Commission](#) (PTC) standards to evaluate a candidate's ability to successfully complete the mandatory Basic Police Academy physical training. You will be required to provide medical clearance from your physician prior to participation in this assessment.

6. **Psychological Evaluation**

A psychological evaluation is performed by a certified licensed psychologist. The psychologist will then prepare a detailed report and make a recommendation as to your fitness for employment with the Hunterdon County Sheriff's Office.

7. **Oath of Office** – Upon successful completion of **all** phases of the applicant selection process for Hunterdon County Sheriff's Officer or Correctional Police Officer, in a formal swearing in ceremony, the Sheriff of Hunterdon County administers your oath of office.

Academy Training – Sheriff's Officer or County Correctional Police Officer candidates are then enrolled and are required to complete a 21-week Basic Police Academy or a 14-week Basic County Correctional Police Academy.

Applicants failing to successfully complete any portion of this process, falsify any information, or are disqualified for cause, are removed from consideration and will be ineligible for reapplication.