

**ALACHUA COUNTY SHERIFF'S OFFICE**

**OPEN POSITION ANNOUNCEMENT**

The Alachua County Sheriff's Office (ACSO) is currently seeking interested and qualified candidates for the position described below. As a condition of employment, employees are required to participate in the payroll direct deposit program. A complete, detailed job description for this position is available in the ACSO Human Resources Bureau.

**POSITION TITLE:** *BACKGROUND INVESTIGATOR/POLYGRAPHER –HUMAN RESOURCES BUREAU*

**HOURS:** Full time, possibly some after hours, weekends and/or holidays.

**SALARY:** Salary: \$19.3125/ hourly, plus 1%-10% above base for each year of comparable qualifying experience at a mid to large size agency. Annual educational incentive: Associate's \$996, Bachelor's \$2,004, Master's \$2,496.

**BENEFITS:** Florida State Retirement, Annual Leave – 8 Hours/Month, Employer contributes to Health, Life, and Dental Care. Deferred Compensation and Flexible Spending Programs, Tuition Reimbursement, 14 Paid Holidays/Year, includes up to 8 hours quarterly sick leave incentive.

**DESCRIPTION:** Experienced and highly responsible position requiring technical expertise in investigation, areas of liability, and prevailing laws and guidelines as applied to applicant selection and hiring personnel. Requires good interpersonal skills, self-initiative, sound judgment, attention to detail, and excellent verbal and writing skills

An employee in this position works under the direct supervision of the HR On-Boarding Manager and is evaluated through meetings, observation, results obtained, and appropriate employee performance appraisals.

**REQUIREMENTS:** To submit an application:

- High School Diploma/GED Required. Associate's Degree preferred. Preferred Major(s): Criminal Justice, Psychology, Human Resources or related field.
- Must have completed, or be able to complete, a CJSTC approved 40-hour course on Background Investigations.
- Successful completion of an accredited Polygraph Science Course.
- Current membership or eligibility for a membership in the American Polygraph Association or the Florida Polygraph Association.
- Experience in background investigations and interview/interrogation procedures and techniques preferred.
- Any combination of education and experience which provides the necessary knowledge, skills, and abilities.

**SELECTION:** The most qualified applicants will be scheduled for an interview. Selected applicant must successfully complete the requirements of a conditional employment offer, a pre-employment background investigation, polygraph, physical examination, drug screening, and psychological evaluation.

**DEADLINES:** **February 8, 2019**  
Submit your application online through our website.  
[www.alachuasheriff.org](http://www.alachuasheriff.org)

**CONTACT INFO:** Alachua County Sheriff's Office  
Human Resources Bureau  
2621 S.E. Hawthorne Road  
Gainesville, Florida 32641  
Office: (352)367-4040  
Fax: (352)374-1803  
Website: [www.alachuasheriff.org](http://www.alachuasheriff.org)

**EQUAL EMPLOYMENT OPPORTUNITY**

The Alachua County Sheriff's Office is an Equal Opportunity employer. The Alachua County Sheriff's Office gives preference in employment/appointment to eligible veterans and spouses of disabled veterans. Applicants with disabilities will be accommodated in the application process. Minorities and protected classes are encouraged to apply.