



**Mercer County Sheriff's Office**

**JEFF GREY**  
SHERIFF

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[www.mercercountysheriff.org](http://www.mercercountysheriff.org)

### Career Opportunities

	<b>Start</b>	<b>2-Year</b>	<b>4-Year</b>
<b>Communications Officer:</b> Six-month Probation	\$14.11	\$16.18	\$18.27
<b>Corrections Officer:</b> One-year Probation	\$15.18	\$17.81	\$20.50
<b>Patrol Deputy:</b> One-year Probation	\$15.18	\$17.81	\$20.50

**Pay Periods:**

- Biweekly. All checks are direct-deposited.

**Time Off:**

- **Vacation:**
  - After one (1) year of service: 2 weeks paid vacation or 3.1 hours per 80 hour pay period.
  - After eight (8) years of service: 3 weeks paid vacation or 4.6 hours per 80 hour pay period.
  - After fifteen (15) years of service: 4 weeks paid vacation or 6.2 hours per 80 hour pay period.
  - After twenty-five (25) years of service: 5 weeks paid vacation or 7.7 hours per 80 hour pay period.
- **Personal Days:**
  - Hired before November 1st: One (1) personal day.
  - Full time as of January 1st: Two (2) personal days a year.
- **Sick Leave:**
  - Fifteen (15) days per year - accrued at the rate of 4.6 hours per 80-hour pay period. Sick leave accumulates indefinitely. Upon retirement from active service with the County, employees are eligible for payment of twenty-five (25%) percent of their accumulated unused sick leave. The rate of pay the employee is receiving at the time of retirement is used as the rate of sick leave conversion.

**Insurance:**

- Health insurance (individual or family) is provided to the employee
  - Individual - Costs \$26.79 bi-weekly
  - Family - Costs \$94.98 bi-weekly

*Deductible per Calendar Year:*

  - Preferred Provider: \$475.00 - Individual (Per Person)
  - Preferred Provider: \$950.00 - Family (Aggregate)
- Dental Insurance: Partial coverage
- Vision Insurance: Partial coverage
- Life Insurance: \$10,000.00

**Holidays:**

- Mercer County recognizes the following eleven (11) holidays:

New Years Day	Martin Luther King Day	President's Day	Memorial Day
Fourth of July	Labor Day	Columbus Day	Veteran's Day
Thanksgiving Day	Friday after Thanksgiving	Christmas Day	
- Holidays are recognized on their actual day unless they fall on a weekend. If they fall on a Saturday, the prior Friday will be observed. If they fall on a Sunday, the following Monday will be observed.
- All employees other than those employees working a straight Monday - Friday will receive holiday pay for the listed holidays regardless if they work or not. The holiday rate is one (1) extra day paid in the pay period in which the holiday falls.

**Retirement:**

- Public Employees Retirement System (PERS). *County only pays into PERS - not into Social Security.*
  - County contributes a percentage of your wages. Civilian: 14%; Law Enforcement: 18.1%
  - Employee contributes a percentage of their wages. Civilian: 10%; Law Enforcement: 13%
- Several retirement options are available upon retirement: age eligibility, years of service, etc.
- If, for some reason you leave county employment, your contributions to PERS can be withdrawn after a waiting period.

**Selections:**

- Some applicants will be selected for an interview. After an interview process, the board of interviewers will make a recommendation to the Sheriff. The Sheriff may again interview and/or make a conditional offer of employment.
- A conditional offer of employment means, if you successfully complete all the following pre-employment requirements, you will be awarded the position:
  - Intense Background Investigation
  - Computerized Voice Stress Evaluation (Lie Detector)
  - Psychological Evaluation
  - Financial Evaluation
  - Physical
  - Drug Screen

**Hours of Work:**

- We are a 24-hours a day, 7 days a week operation. To accomplish this, employees generally work five eight-hour shifts each week.
- Overtime is scheduled on an as needed basis. Law Enforcement positions are also offered voluntary-based overtime for Extra Duty functions. If not enough volunteers, overtime may be assigned.

**Days Off:**

- All positions work a schedule with rotating days off.