
Employment Application

Tazewell County Sheriff's Office
315 School St. Suite 3
Tazewell, VA 24651

Brian L. Heatt, Sheriff

Please Read The Following Before Completing This Application

Thank you for your interest in employment with the Tazewell County Sheriff's Office. Our agency is proud to be an equal opportunity employer.

All applications must completely be filled out in order for it to be considered for employment.

Please do not call to inquire about applications.

1. There is no guarantee of a job offer or a job interview.
2. Applications are filed according to job title. Please mark clearly the position for which you are applying. If you are interested in more than one position than a separate application must be completed for each position that you want to be considered for.

By signing this application you are agreeing to the following:

- I agree to submit to a pre-employment background check, drug, and alcohol screening.
- I agree to allow my employment record to be open to the public.
- I fully understand and agree that if my employment ends with the Tazewell County Sheriff's Office within two years of taking any specialized training, including the Basic Academy, I will be required to reimburse Tazewell County for training, physicals, drug testing, uniforms, and any other expenses that have been incurred by Tazewell County Sheriff's Office for me.

I certify that I have made true, correct and complete statements on this application. I understand and agree that any misrepresentation, omission, or falsely answered statement made by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

** I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my appointment at any time, with or without cause, and without prior notice.*

Type of employment desired: Full-Time Part-Time

Position Applied For

(Check one box per application)

Office/Clerical	<input type="checkbox"/>
Dispatcher	<input type="checkbox"/>
Deputy Sheriff Positions:	Patrol Division <input type="checkbox"/>
	Courthouse Security <input type="checkbox"/>

PLEASE SIGN LEGIBLY: If your signature cannot be read, your application will **not** be accepted.

Signature of Applicant: _____ Date: _____

Name: _____
Last First Middle

Mailing Address: _____
Street City State Zip Code

Physical Address: _____
Street City State Zip Code

Telephone: () _____ **Social Security Number:** _____ - _____ - _____

Date of Birth: ____/____/____ **Driver's License Number:** _____ **State:** _____

Have you ever been employed at the Tazewell County Sheriff's Office before?... Yes No

Have you ever been dishonorably discharged from a military force?..... Yes No

Have you ever been charged or convicted of a felony?..... Yes No

Have you ever been charged for domestic violence?..... Yes No

Are you a resident of Tazewell County?..... Yes No

Do you have any relatives employed at the Tazewell County Sheriff's Office?.... Yes No

If yes, please list the name and relationship: _____

Do you have any medical conditions that would prevent you from performing duties required by this position?..... Yes No

Educational Background

Name and Location	Years Completed	Year of Graduation		Course of Study
High School:				
College:		Major:	Degree/YR:	
Other:				

References

Name	Telephone	Years Known

Employment History

From:	To:	Employer:	Telephone: ()
Job Title:		Address:	
Immediate Supervisor/Title:		Summarize the nature of work performed and job responsibilities:	
Reason for Leaving:			
		Hourly Rate/Salary: Start \$_____ per _____ Final \$_____ per _____	

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Essay

Please attach a typed essay on a topic of your choice on a separate piece of paper. The essay is to have a minimum of 300 words and is to be returned with this application.

To be completed by Administration Office at the Sheriff's Office

TAZEWELL COUNTY SHERIFF'S OFFICE

315 School St. Suite 3

Tazewell, VA 24651

Phone (276) 988-5966

Fax (276)988-5790

Brian L. Heatt, Sheriff

PRE-EMPLOYMENT BACKGROUND CHECK

I _____, DOB _____,

SSN _____ authorize the Tazewell County Sheriff's Office to

obtain my driving records, medical records, criminal history and all employment history. I also

give my permission to have my credit history checked and my educational information (school

records) for pre-employment and employment status. I waive my right of access to any such

information.

Signature: _____ Date: _____

Acknowledged before me _____, a Notary Public for the

City/County of _____ State of _____, at large, by

_____, this day of _____, _____.

Notary Public: _____ My Commission Expires: _____

Notary Seal

Tazewell County 911 Director

Tazewell County Sheriff's Office

140 School St. Suite 3
Tazewell, Virginia 24651



JOB OPENING

The Tazewell County 911 Center falls under the direction of the Sheriff of Tazewell County and is an integral part of the Tazewell County Sheriff's Office, an Accredited Virginia Law Enforcement Agency, and the Center is an Accredited Virginia Office of EMS Emergency Dispatch Agency and a Member of the National Center for Missing & Exploited Children (NCMEC) Missing Kids Readiness Program. It is the designated Public Safety Answering Point (PSAP) for multiple paid, volunteer, and combination emergency service agencies throughout Tazewell County and its five incorporated Towns. The Center operates 24/7 processing 9-1-1 and non-emergency calls for service as well as dispatching 33 law enforcement, fire, and emergency medical response agencies. Its range of service covers approximately 544 square miles and serves a population of about 44,000 residents; the Center is one of the largest and busiest in Southwest Virginia and processes over 41,000 incidents and receives almost 100,000 calls annually. The 911 Center employs 24 sworn individuals in operational, technical, and administrative positions.

The 911 Director is required to work alongside regularly with the Tazewell County Administration Office and the Tazewell County Public School System, responsible for overseeing a \$2 million annual budget, and is expected to be a part of multiple boards, committees, community groups, and have a knowledge of local emergency services. The successful candidate will attend multiple trainings, including grant training, and be responsible for applying for and administering multiple grants.

Requirements

- High School Diploma
- Continued Education in Emergency Services, Information Technology, Business Management, or other related fields.
- Experience in Grant Writing and Management
- Knowledge of sophisticated radio equipment, telephone systems, CAD, GIS, EMD, and other interfacing equipment and systems.
- Supervisory Experience

Benefits

- Take Home Vehicle and Cell Phone
- Flexible Work Schedule
- Paid Holidays
- Blue Cross/Blue Shield Insurance Options (Medical, Dental, Vision)
- Virginia Retirement System Options

How to Apply

Send application, cover letter, and resume via mail or email to:

Tazewell County Sheriff's Office
Attn: Major Harold Heatley
140 School St. Suite 3
Tazewell, VA 24651
Email: Harold.Heatley@tcsova.org



The ideal candidate will possess strong experience and qualifications in several core areas including the following:

- Policy Management
- Strategic Planning
- Visioning
- Leadership
- Personnel Management
- Grant Writing Experience
- Inter-Agency Coordination
- Program Management
- Financial Management
- Risk Analysis
- Community Relations

Selected candidate will model leadership behaviors and will offer a continuation of leadership to guide the agency into the next phase of technological development.

Selected candidate will demonstrate professional and effective communication, and public relations skills, and will demonstrate abilities to foster collaboration, facilitate relationships, and work in an ethical, respectful, and inclusive manner.

Selected candidate will coordinate with other departments and divisions to provide exceptional public services throughout Tazewell County.

Questions may be directed to Major Heatley at 276-988-1156 or Harold.Heatley@tcsova.org.

Applications accepted until position is filled

Salary Range: \$45,000 to \$55,000
Applications Accepted until the Position is filled