



**VAN WERT COUNTY SHERIFF'S OFFICE**  
**SHERIFF THOMAS M. RIGGENBACH**

Van Wert County Sheriff's Office  
 Office 419-238-3866  
 Fax 419-238-9531  
 113 N. Market Street  
 Van Wert, Ohio 45891  
 www.vanwertcountysheriff.com

## Communications Officer Career Opportunities

**Wages/Benefits:**

Start \$18.77 - \$25.83

**Pay Periods:** Bi-weekly. All checks are direct-deposited.

**Time Off:**

*Vacation Time:*

- After one (1) year of service: 2 weeks paid vacation or 3.1 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 (20) years of service:: 5 weeks paid vacation or 7.7 hours per 80 pay period.

*Personal Days:*

- If an employee does not exceed eight (8) hours of sick time per three-month period, then one (1) personal absence day is earned. Earn up to four personal days (4) per year.

*Sick Leave:*

- Sick time is accrued at the rate of 4.6 hours per 80 hours pay period. This accrual rate is prorated for employees working less than 80 hours. Unused sick leave shall be cumulative without limit. Upon retirement from active service with at least (10) years of active service with the Van Wert County Sheriff's Office, unused sick leave banked hours, plus current accumulated unused sick leave shall be converted to cash benefit at the employee's regular rate of pay at the time of retirement at the rate of (1) hour of pay for every (2) hour of the accumulated unused balance.

*Comp-Time:*

- Employees have the option when working overtime to receive compensatory time at one and one-half 1 ½ times the rate in lieu of overtime pay. A lid, or total cap of up to forty (40) hours of compensatory time, may be accumulated at one time by an employee.

**Health Insurance:** Generous health, dental, and vision are available to all full-time employees. Full-time employees are eligible to enroll in the following plans: Employee only, Employee & Spouse, Employee + Children, and Family.

<i>Employee Health Care Cost Per Week</i>	<i>Weekly Cost</i>
<b>2023 Contract Year</b>	\$35.00

**Holidays-**Full Time Employees receive holiday pay for eleven (11) recognized holidays. Employees receive their birthday off, and 4 hours of additional pay for Good Friday.

**THE VAN WERT COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**



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**Retirement:** Public Employees Retirement System (PERS). County only pays into PERS – Not Social Security. Several retirement options are available upon retirement: age eligibility, years of service, etc.

- County Contributes a percentage of your wages. Civilian 14%, Law Enforcement 18.1%,
- The employee contributes a percentage of their wages. Civilian 10%, Law Enforcement 13%

**Longevity Pay-** \$50 on conclusion of (6) years of service. \$250 on conclusion of (10) years of completed service. \$500 on conclusion of (15) years of service. Total maximum benefit of \$1,200 per employee yearly. Longevity is paid in a lump sum in December of each year.

**Deferred Compensation-** County Deferred Compensation and Ohio Public Employees Deferred Compensation and ROTH products are available.

**Hours of Work: 24/7 Operation-** All positions work a schedule with the same days off. Patrol Sergeant rotate shifts every four months. Part-time employment: Depending on job type, part-time employees have a schedule that varies around operational needs. Part-time employees also cover weekends: holidays, sick leave, vacations, and other absences.

- Communications employees work five eight-hour shifts per week.
- Corrections work five eight-hour shifts per week.
- Patrol Deputies work five eight-hour shifts per week.

**Overtime/Special Details-** Overtime is scheduled on an as-needed basis and is paid at one and one half (1 ½) times the rate.

**Hiring Selection:** Some applicants will be selected for an interview. After an interview process, the hiring panel will make a recommendation to the Sheriff. The Sheriff may again interview and make a conditional offer of employment. A conditional offer of employment means that if you complete all the following pre-employment requirements, you will be awarded the position: Background investigation includes: Computerized Voice Stress Evaluation, Psychological Evaluation, Financial evaluation, Physical, Drug Screen, and will also include interviews with references, employers, family, and neighbors.

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**APPLY ANYTIME!**

Online applications are available for all positions at [www.vanwertcountysheriff.com](http://www.vanwertcountysheriff.com)

If you have any questions, please contact the recruiting officers listed below for your desired position.  
M-F 8a-4p:

**Road Enforcement**  
Chief Deputy Adam Clark  
419-238-3866

**Communications Officer/911**  
Communications Director Rod Smith  
419-238-3866

**Corrections Officer**  
Major Robert Kennedy  
419-238-2464

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