



Mercer County Sheriff's Office

JEFF GREY
SHERIFF

4835 State Route 29
Celina, OH 45822
Phone: (419) 586-7724
Fax: (419) 586-2234
www.mercercountysheriff.org

Career Opportunities

Cook/Custodian:

Start	1-yr Step	2-yr Step	3-yr Step
\$14.42	\$15.31	\$16.20	\$17.10

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 (8 hours).
- Full time as of January 1st: Two (2) personal days (16 hours) a year.

Sick Leave:

- Sick leave is 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/Dental Insurance (individual or family) is provided to the employee.

Individual - Costs \$32.57 bi-weekly Family - Costs \$114.76 bi-weekly

Vision Insurance (individual or family) is provided to the employee.

Individual - Costs \$1.22 bi-weekly Family - Costs \$3.11 bi-weekly

Deductible per Calendar Year:

- In-Network Provider: \$1,800.00 - Individual (Per Person)
- In-Network Provider: \$3,600.00 - Family (Aggregate)
- Out-of-Pocket Max: \$4,000.00 - Individual (Per Person)
- Out-of-Pocket Max: \$6,000.00 - Family (Aggregate)

Health Savings Account (HSA)

- Employer Contribution Individual - \$200; + \$600 Wellness Program Incentive
- Employer Contribution Family - \$500; + \$700 Wellness Program Incentive

Life Insurance: \$10,000.00



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

New Year's 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	Juneteenth

- 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 (8 hours) 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:

- Cook/Custodian employees work five eight-hour shifts each week.
- Communication employees work five eight-hour shifts each week.
- Correction employees work six twelve-hour shifts and one eight-hour shift per pay period.
- Patrol employees work four ten-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.