Pennington County Sheriff’s Office Job Description

**Job Title:** Psychologist  
**Division:** All  
**Reports To:** Sheriff  
**Salary:** $75,000-$85,000 annually  
**FLSA Status:** Exempt  
**Approved Date:**

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**Job Summary**

The Psychologist provides psychological assessment, clinical intervention, operational support and organizational consultation for the Pennington County Sheriff’s Office, Rapid City Police Department and Rapid City Fire Department. Services may be provided to other agencies within the region upon request.

The position is staffed during weekday, daytime hours typically 8am to 5pm and is subject to on call assistance during major incidents.

**Essential Duties and Responsibilities**

- Conducting pre-employment psychological evaluations on applicants to determine suitability for designated public safety positions to include administration and evaluation of the Minnesota Multiphasic Personality Inventory (MMPI), personality/possible cognitive testing and personal interview with the applicant.
- Preparing written clinical report of evaluation findings for agency hiring official(s) review.
- Assessing current employee’s fitness for duty upon request or following specific incident.
- Conducting incident debrief for individuals and in a group setting.
- Providing initial mental health resources to employees upon their request (individual/family/group psychotherapy) or agency referral.
- Advising on best practices for staffing selection.
- Assisting in the identification and development of employee wellness materials to address various psychological, social and physiological issues.
- Serving as a liaison between agencies and health care providers to assist with continuum of care referrals.
- Preparing and presenting classroom training for employees.
- Responding to requests for emergency intervention, including crisis negotiation, barricaded subject(s), or hostage situation.
- Consulting on investigations via basic profiling and behavioral analysis for criminal thinking patterns and psychopathology.
- Preparing for and serving as prosecutorial expert witness.
- Attending meetings and trainings as required.
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- Adhering to policy and procedures.
- Performing additional duties as assigned.

Minimum Requirements

- Ph. D. in Psychology from an accredited institution.
- Preference given to those with minimum one year clinical experience with the following: essential functions of police and public safety organizations and personnel, working conditions unique to their respective positions, common and unusual stressors in public safety work, normal and abnormal adaptation to occupational stress and trauma, research related to resilience and recovery in public safety personnel, and the unique aspects of confidentiality and testimonial privilege when providing services to public safety personnel and/or agencies
- Licensed Clinical Psychologist (or eligible within 6 months) to provide Psychological services in the state of South Dakota
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to SD.

Working Environment

The work is typically performed in an office. Occasional travel for training, speaking engagements and training presentations may be required.

Physical Requirements

The work is typically performed while sitting at a desk or table or while intermittently sitting, stooping, or walking. The employee occasionally lifts light and heavy objects. The work is typically performed in an office.

Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.