

JOB VACANCY ANNOUNCEMENT

Date of Posting: 06-14-2017

The following position is available. Interested parties may obtain an application form from the Marion County Sheriff's Office, the bulletin board outside the Marion County Human Resources Office, or the Marion County Website: <http://co.marion.ia.us/offices/hr>. Please submit your completed application by mail or in person to the Marion County Sheriff's Office, ATTN: Chief Deputy Fisher, 211 N Godfrey Lane, Knoxville, IA 50138. No faxed copies please. For more information, please contact Chief Deputy Troy Fisher at 641-828-2220 or by email at tfisher@co.marion.ia.us. Applications deadline is 12:00 pm on Friday July 14th, 2017.

Job Title: Deputy Sheriff I
Position Status: Full Time/Civil Service Appointment
Department: Marion County Sheriff's Office
Pay: \$23.84/hour; pay increases every 6 months up to 3 years of service

Testing Time and Date:

- After the application deadline, the Marion County Civil Service Board will notify all applicants of the time and date of testing

Purpose:

- To enforce all Federal, State and County laws and ordinances, provide protection and services to citizens, and conduct investigations.

Essential Functions and other Details of the Job:

- Patrols businesses and residential areas using an equipped patrol car
- Assists motorist and enforces motor vehicle and criminal laws including issuing citations and making arrest
- Serves warrants, civil process and subpoenas
- Books, guards, and escorts prisoners
- Provides courtroom security
- Deals with juvenile offenders
- Assists other law enforcement agencies
- Responds to and investigates calls for service
- Checks private residences
- Protects crime scenes
- Collects and protects evidence
- Interviews victims, witnesses and suspects
- Takes reports from the general public and businesses
- Investigates conditions and causes of accidents
- Prepares accident reports
- Directs traffic and controls activities in accident and disaster areas
- Makes contact with business owners and residents to assist them in addressing problems of a law enforcement nature
- Performs daily maintenance and equipment checks on patrol unit
- Maintains a professional appearance through upkeep and maintenance of uniform and duty equipment and oneself
- Appears in court to testify in traffic violations, civil and criminal cases

- Becomes and remains familiar with patrol areas, geographical locations, known offenders, neighborhood routines, and potential problem areas
- Participates in Sheriff's Office training
- Serves as a community resource for residents and directs them to the appropriate agencies and organizations to deal with community problems
- Responds to rescue calls, including water rescue and recovery

Interested parties are encouraged to read the full job description available at the Marion County Sheriff's Office or Marion County's website. This job vacancy notice will be posted for a minimum of 10 days.

The County shall have sole discretion to fill any vacancy.

MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

MARION COUNTY
JOB DESCRIPTION

		Department:	Sheriff's Office
Job Title:	Deputy Sheriff	FLSA Designation:	Non-Exempt
Effective Date:	July 2006	Reports To:	Chief Deputy

PURPOSE

To enforce Federal, state and county laws and ordinances, provide protection and services to citizens, and conduct investigations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Patrols businesses and residential areas using an equipped patrol car; assists motorists and enforces motor vehicle and criminal laws including issuing citations and making arrests; serves warrants, civil process and subpoenas; books, guards and escorts prisoners; provides court room security; deals with juvenile offenders and assists other law enforcement agencies.

Responds to and investigates calls for service; checks private residences; protects crime scenes; collects and protects evidence; interviews victims, witnesses and suspects; takes reports from the general public and businesses; investigates conditions and causes of accidents; prepares accident reports; directs traffic and controls activities in accident and disaster areas; and makes contacts with business owners and residents to assist them in addressing problems of a law enforcement nature.

Performs daily maintenance and equipment checks on patrol unit, and maintains a professional appearance through upkeep and maintenance of uniform and duty equipment and oneself.

Appears in court to testify in traffic violations, civil and criminal cases; and submits reports as requested.

Becomes and remains familiar with patrol areas, geographic locations, known offenders, neighborhood routines, and potential problem areas.

Participates in Sheriff's Office training.

Serves as a community resource for residents and directs them to appropriate agencies and organizations to deal with community problems.

Responds to rescue calls, including water rescue and recovery.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High school diploma or General Education Degree (GED).

Specific knowledge of a body of rules or operations for a particular functional area or areas such as might be acquired in one to three years of prior related experience. Must be familiar with Iowa Codes, federal statues and county ordinances.

Certificates, Licenses, Registrations

ILEA Basic training for officers certification.

MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Language Ability

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume. Ability to apply concepts of basic algebra and geometry.

Cognitive Demands

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Equipment Used

Computer
Firearms
Camera's
Radio
Chemical Agents/Striking Fast
Patrol Vehicles
Printers
Telephone/Fax/Answering Machine

Physical Demands

Work involves occasional activity such as walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), using fingers, hands, feet, legs and torso in providing various program services. Proficient in the use of restraining equipment and self-defense techniques. Able to lift, carry and move persons weighing 200 pounds or more when required. Ability to manipulate keys and keyboards, operate levers and buttons requiring force; able to operate fire extinguisher, handcuffs, nightstick, firearms, mace and related equipment.

Environmental Adaptability

Environmental hazards are those generally associated with the law enforcement profession such as operating a motor vehicle in emergency situations with potential injury or death; dealing with unknown situations and reactions in a variety of environments; use of deadly force when necessary. May be exposed inadvertently or purposely to hazardous materials and/or contagious diseases through performance of assigned duties.

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Marion County Sheriff's Office

APPLICATION FOR EMPLOYMENT

If you need help to fill out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. Please complete all sides of the form. If more space is needed to complete any questions, use an extra sheet of paper. Print clearly; illegible applications will not be processed.

All qualified applications will receive consideration without unlawful discrimination because of race, creed, religion, color, sex, sexual orientation, gender identity, age, national origin or disability.

Last Name		First		Middle	
Street Address			Are you at least 18 years of age?		Do you have a legal right to work in the United State full-time?
			Yes _____ No _____		Yes _____ No _____
City/Town		State	Zip Code:		Telephone Number(s) () ()
Position you are applying for: (Maximum of 2) 1. 2.					Date Available:
					Email
Have you ever been employed by Marion County? Yes _____ No _____ If yes, give dates you were employed:			Position		Reason for Leaving

List all of the formal education that you have completed. Use a separate sheet of paper if you need additional space.

Name/Location	Did You Graduate?	Major Subject
High School(s)	YES _____ NO _____ If no, list the highest level completed:	
College(s)	YES _____ NO _____ If no, list the highest level completed:	
Trade School(s)	YES _____ NO _____ If no, list the highest level completed:	

Marion County

List employment starting with your most recent job during the past 10 years. Account for any time period that you were unemployed by stating the nature of your activities. Use back or separate sheet of paper if necessary.

Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
May we contact your current employer? Yes _____ No _____			

List any professional, trade groups, organizations, machinery/tools operated in past, or special skills that you consider relevant to your ability to perform

this job: _____

Were you in the Military? Yes _____ No _____ Branch: _____

Do you have any experience from your military service that would be relevant to the job(s) for which you are applying?

If yes, please explain: _____

VETERAN'S PREFERENCE: Pursuant to Iowa Code Sections 35C.1 and 35.1, Marion County recognizes preference for certain veterans. If you are eligible for veteran's preference consideration in employment, please list your dates of service: _____

A copy of your DD214 and proof of disability (if applicable) must be included with this application in order to receive veteran's preference in employment with Marion County.

Have you ever been convicted of a felony? (For purposes of this questions, convicted includes plead guilty, plead no contest or been given a deferred sentence of judgment.) Yes _____ No _____

If yes, please explain: _____

Note: A conviction will not automatically disqualify an applicant for a particular job and that the type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and educational history will be considered.

Have you been given a job description or had the requirement of the job explained to you? Yes _____ No _____

Answer the questions in this box only if you have received a copy of the job description or had the requirements of the job thoroughly explained to you.

Do you understand the requirements? Yes _____ No _____

Can you perform the requirement of this job with or without reasonable accommodations? Yes _____ No _____

If the job requires, do you have the appropriate valid driver's license? Yes _____ No _____

DL#: _____ Type: _____ State of License _____

Have you had any moving violations? Please describe:

Signature: (if signed at different time than below) _____ Date: (if different than below) _____

I understand:

That in connection with the application process, Marion County may request information from my past employers, education institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I also understand that such investigation may include a review of my credit history and any criminal records. Prior to signing this form, I have read Marion County's Applicant Background and Employee Investigation Policy, which I fully understand. I have provided complete and truthful information to Marion County regarding all sources of information about my past employment, education, licensure, certification, criminal conviction record, as well as any other information requested in the employment application, and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge. In order to assist Marion County in obtaining documents and information to confirm my background, if necessary, I hereby consent to the release of information more specifically described below.

That completing this application does not constitute an offer of employment.

That I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Marion County at the post-offer stage. I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations.

That use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post-offer pre-employment physical examination. I also understand that, if employed, I may be required to submit to an alcohol or drug screening according to state law. I agree that Marion County shall be entitled to receive full and complete reports and records governing any alcohol or drug screening, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to this organization full and complete reports and records covering such examinations.

That if I sustain any injury or illness while in the employment of this organization, I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations, condition, care and treatment related to or resulting from the alleged illness or injury.

That if employment is obtained under this application, I will comply with all rules and policies of the organization. I agree to be responsible for the organization's property and equipment issued to me by the organization until returned by me. I agree to pay for property and equipment not returned, and authorize the organization to withhold an amount equal to the value of the property not returned by me from my final pay.

That this employment application and any other employee related documents are not contracts of employment and that Marion County follows an "employment at-will" policy that an individual who is hired may voluntarily leave employment or may be terminated by the employer at any time for any or no reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

That this application will be active for a period of 12 months; after that time, if I wish to be considered for employment, I must submit a new application.

Smoking Ban Notice:

Applicants for employment with Marion County are advised that smoking is banned by state law (Iowa Code Chapter 142D) on all County grounds and in all County facilities which includes motor vehicles and equipment. Applicants are further advised that their job duties may include entering into areas where smoking is not regulated and where smoking is occurring. (Iowa Code Section 142d.6(2))

Authorization to Release Information

If I am given a conditional offer, I authorize Marion County to make a complete investigation of me, including but not limited to my past employment history, scholastic record, personal references, licensing or certification information, criminal activity, motor vehicle driving records, workers' compensation history and to receive the results of any physical examination, including the results of alcohol or drug screening, I may be required to undergo and to rely on such information sources.

I understand that Marion County may request background checks from a consumer-reporting agency, according to the Federal Fair Credit Reporting Act (FCRA). FCRA distinguishes between two forms of reports. A **consumer report**, such as a credit check, provides general financial and personal data about my payment history, overall indebtedness, and addresses of records. An **investigative consumer report** includes in-depth information as to my character, general reputation, personal characteristics, and mode of living. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request to Marion County within a reasonable time, for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for this information. I acknowledge that a telephone facsimile (fax) or photographic copy shall be as valid as the original.

I have carefully read all the statements regarding requests, authorizations, consents and releases and have voluntarily agreed to the terms to assist Marion County in evaluating my qualifications for employment and in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who do not pose a risk of serious harm in the workplace.

I additionally agree to fully cooperate with Marion County in permitting the release of the above information and reports. I additionally understand that with the exception of any credit or investigative reports under FCRA all information and documents generated, received or maintained by Marion County during, or as a result of, its investigation, will be maintained as confidential information in Human Resources and Marion County will not release such information or documents to me.

Signature of Applicant:

Date:

NOTICE OF APPLICANT BACKGROUND CHECKS AND EMPLOYEE INVESTIGATIVE POLICY

Marion County recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent, and do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring an individual, Marion County reserves the right to investigate the individual's prior employment history, personal references and educational background, as well as other relevant information that is reasonably available to Marion County. In hiring for certain positions, Marion County may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign a provision form, request, authorization, consent and release of information to Marion County and release form liability for disclosure of information included in Marion County's application form. Consistent with legal requirements, Marion County reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the application form as requested.

In addition, Marion County may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Employee investigations may, where appropriate, include credit reports and investigation of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. Employees subject to such investigations are required to reasonably cooperate with Marion County's lawful efforts to obtain relevant information, and may be disciplined up to and including discharge for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful or criminal behavior of co-employees, supervisors, customers, clients or visitors that may negatively affect the safety, security, productivity or financial interests of Marion County or its workplace to Human Resources.

Marion County's separate policies regarding Company Property, Security, Privacy and Searches, and its Drug-Free Workplace Policy, provide further information about Marion County's discretion to investigate employees and mandatory employee reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting Human Resources.

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MARION COUNTY BACKGROUND & INVESTIGATION RELEASE FORM

As part of our hiring background and investigation, we may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act.

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit Marion County to obtain a consumer report and/or an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 2 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as Marion County from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize Marion County to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment. **I will also provide a copy of my drivers license for your files.**

Full Name _____
(please print clearly)

Signature Date

Social Security # _____ - _____ - _____

Dear Applicant:

For testing purposes, the Civil Service Commission needs to obtain your Social Security Number with your application. Either you can write it on the line below or a Civil Service Member will have to attempt to contact you, which will slow down the testing process. If you are willing to do so, we would appreciate it.

Name

S.S. #

Thank You,

Marion County Civil Service Commission