

JOB VACANCY ANNOUNCEMENT

Date of Posting: May 25, 2018

The following part-time positions are available. Interested parties may obtain an application from the Marion County Sheriff's 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: Lt Justin Kingrey, 211 N Godfrey Lane, Knoxville, IA 50138. Applications deadline is 4:00 pm on Monday, June 18, 2018.

Job Title: PT Male Detention Officer (Jailer)
Department: Marion County Sheriff's Office
Hours: Day, afternoon and night shifts as needed/scheduled
Pay: \$16.34 - \$19.70 per hour

Essential Functions and other Details of the Job:

- Intake and supervision of Marion County Jail detainees
- Detainee transports
- Maintaining accurate records

Knowledge, Skills and Abilities required:

- High School Diploma or GED
- Ability to use computer, copier, printer, telephone and fax
- A good driving record and must be able to pass an extensive background check, including a criminal history check

After a conditional job offer, the successful candidate will be required to pass a pre-employment physical including drug screening and psychological testing.

The successful applicant will attend the Iowa Law Enforcement Academy's 40 hour Jail Certification Course. Requires a basic knowledge of Iowa Administrative and Criminal Code and Departmental policies and procedures.

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 Sheriff shall have sole discretion to fill any vacancy.

MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Job Title: Jailer

**MARION COUNTY
JOB DESCRIPTION**

	Department:	Sheriff's Office
Job Title:	Jailer	FLSA Designation: Non-Exempt
Effective Date:	July 2006	Reports To: Jail Administrator

PURPOSE

To provide for booking, security and care of inmates in the County jail and assist with transport of inmates.

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.

Process, search, photograph and fingerprint incoming detainees; releases detainees when required; inputs detainee information into computer; issue detainee clothing and personal articles; account for money and property of incoming and released detainees; complete medical background information sheet on new detainees and verify any medications they may have in their possession; insure proper care of detainees by dispensing meals and prescriptions; and investigate all reported health problems and take appropriate action based on the severity of the situation.

Provide security for the jail and detainees by conducting frequent routine inspections; taking detainees out of cells for recreation; breaking up physical confrontations when necessary; perform cell shake downs for contraband; make sure that male and female detainees are kept separated; prepare a list of prescriptions needing refilling.

Inspect mail and parcels for contraband and communications regarding illegal activities; and confer with detainees regarding their particular needs and provide those needs within prescribed regulations and available resources.

Unlock doors; turn television sets on and off; and control lights and telephones by using a control board.

Carry out duties in conformance with Federal, State, County and City laws and ordinances.

Job Title: Jailer

Prepare a variety of reports and records.

May testify in state or federal court as to detainees or to jail activities.

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.

Certificates, Licenses, Registrations

Possession of Jail School Certificate, Medication Management Training, First Aid, CPR Certificate or ability to acquire same within specified periods following employment.

MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Equipment Used

- Computer
- Vehicles
- Printers
- Telephone/Fax/Answering Machine
- Prisoner Restraints

Physical Demands

Work requires the ability to read data and information from screens and other devices involving close vision. Frequent activity such as walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal); using fingers, hands, feet, legs and torso in providing various security services. Proficient in the use of restraining equipment and self-defense techniques. Able to lift, carry and restrain inmates when required. Ability to manipulate keys, keyboards, operate levers and buttons; open and close heavy doors. Able to operate fire extinguisher.

Environmental Adaptability

Occupational hazards are those generally associated with mental and kindred stress encountered in operating critical information equipment during severe accidents, family situations, suicides, weather related disasters and related incidents. Occupational hazards are those generally associated with the care, custody and security of individuals who represent a temporary or permanent danger to society and whose behavior and potential for violence can vary from situation to situation. Moderate exposure to contagious disease and bodily injury due to strains, breaking up altercations and related tasks.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

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.