



NOTICE

DEPUTY SHERIFF POSITION

THE CEDAR COUNTY CIVIL SERVICE COMMISSION WILL OFFER THE CIVIL SERVICE TEST ON OCTOBER 25, 2024 AT 8:30 AM. EMPLOYMENT APPLICATIONS AND INFORMATION PACKETS ARE AVAILABLE AT THE CEDAR COUNTY SHERIFF'S OFFICE 711 E. SOUTH STREET TIPTON, IOWA 52772. TO REGISTER TO TAKE THE CIVIL SERVICE TEST, PLEASE SUBMIT THE COMPLETED EMPLOYMENT APPLICATION TO THE CEDAR COUNTY SHERIFF'S OFFICE AT THE ABOVE ADDRESS NO LATER THAN OCTOBER 11, 2024 AT NOON. APPLICATIONS ARE ALSO AVAILABLE ONLINE ON THE CEDAR COUNTY WEBSITE.

QUESTIONS REGARDING THE CIVIL SERVICE COMMISSION TEST SHOULD BE DIRECTED TO THE CEDAR COUNTY SHERIFF'S OFFICE AT 563-886-2000, OR EMAIL kknoche@cedarcosheriff.org.

CEDAR COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

Cedar County
Class Specification
07/01/15

JOB TITLE: DEPUTY SHERIFF

REPORTS TO: CHIEF DEPUTY

OFFICE: SHERIFF

JOB SUMMARY:

Performs work involving general police work in the protection of life and property through the enforcement of County ordinances and other pertinent local, State and Federal laws. Deputies do patrol work, criminal investigation, transport prisoners and mental subjects, serve papers, testify in court, investigate accidents, perform courthouse security and perform other related duties as required. The work involves an element of personal danger and is performed under general supervision.

ESSENTIAL FUNCTIONS:

Supervise Reserve Deputies when on duty.

Enforce all pertinent local, State and Federal laws.

Patrol Cedar County and check on vehicles and buildings throughout in order to detect any suspicious conditions or activity.

Investigate suspicious conditions and complaints and make arrests of persons who violate the laws.

Make traffic arrests and give violation tickets to those who break traffic laws. Aid motorist and investigate traffic accidents.

Assist in cases of fires, medical emergencies, rescues, hazardous material, and public disorder. Restore order, regulate traffic and prepare necessary reports.

Conduct investigations of serious crimes and accidental deaths. Preserve the scenes of crime, interview victims, witnesses, and suspects. Follow-up on leads and present cases to the County Attorney's office.

Serve warrants, subpoenas and other legal papers. Handle and supervise evictions.

Perform transportation for prisoners to jail and for mental health patients to and from hospitals and care facilities per court orders.

Appear in court to testify.

Assist on medical calls with CPR and basic first aid.

Maintain records and prepare reports.

Perform all other related duties as assigned.

Perform Security for the Courthouse when required.

REQUIRED QUALIFICATIONS:

Knowledge, Abilities and Skills

Knowledge of the Iowa Criminal Code, Rules of Civil Procedures and Department policies. Ability to communicate effectively with the general public. Ability to handle stressful situations. Ability to operate various equipment to help in the performance of the job.

Training and Experience

High School diploma or equivalent required plus two years of college and two years experience or equivalent. Must pass the Civil Service Exam and have completed the basic training academy at the Iowa Law Enforcement Academy.

Necessary Special Requirements

Valid State of Iowa Driver's License required. Ability to obtain and Maintain certification in the following areas; CPR, weapons, breath testing device, radar and keep the hours required for continuing education in law enforcement. Regular work attendance required.

Physical and Mental Abilities:

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Heavy mobility; duties are usually performed by frequent walking and/or standing, kneeling and squatting relieved by periods of sitting or operating a vehicle.

Good vision is required, either uncorrected or corrected.

Work produces mental and visual fatigue due to sustained periods of concentration, working under pressure, and continual interruptions in concentration.

Substantial amount of physical effort and manual dexterity required.

Physical ability to apprehend suspects and strength to sustain custody over unruly suspects is occasionally required.

Working Conditions:

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions.

While performing the essential functions of this position the employee is occasionally exposed to work near moving mechanical parts, work in highly precarious places, around fumes or airborne particles, toxic or caustic chemicals, work with explosive material and around and in high traffic areas.

Occasional exposure to hazardous situations which involve armed or physically violent persons, or mentally or emotionally disturbed persons.

Frequent exposure of dirt, dust, extremes in temperature, and noxious fumes and odors.

Exposed to hazards associated with equipment, machinery and moving vehicles on roadways.

Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees, life threatening situations such as armed and/or violent arrestees and unknown situations at accident scenes.

Work hours may require irregular hours and shifts including weekends and holidays.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job related responsibilities and tasks other than those stated in this specification.

**CEDAR COUNTY, IOWA
APPLICATION FOR EMPLOYMENT**

Cedar County provides equal employment opportunities to all applicants for employment and to all employees and does not discriminate on the basis of age, race, creed, color, sex (including pregnancy), sexual orientation, gender identity, national origin, religion, physical or mental disability, or any other legally protected status or characteristic.

Please be advised that because Cedar County is a public entity, it is subject to the requirements of Chapter 22, Code of Iowa, regarding the examination of public records, and this Application or the information contained within may be subject to examination under that statute.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did you Learn About Us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Website
<input type="checkbox"/> Other _____		

Last Name	First Name	Middle Name
Address: <i>Number</i> <i>Street</i> <i>PO Box</i> <i>City</i> <i>State</i> <i>Zip Code</i>		
Telephone Number(s)		Email Address(es)

Best time to contact you is: _____ AM PM

Preferred method of contact: _____ (i.e. specific phone number or email)

Yes No If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No Have you ever filed an application with Cedar County before?
If yes, give date and position applied for: _____

Yes No Have you ever been employed by Cedar County before?
If yes, give date and position held: _____

Yes No Do any of your relatives or friends work for Cedar County?
If yes, provide name and position or department for each such person:

Yes No Are you currently employed?

Yes No May we contact your present employer?

Yes No Are you authorized to work in the U.S.?

Yes No Will you now or in the future require sponsorship for employment status (i.e., H-1B visa status, etc.)

Yes No Have you ever been discharged or asked to resign from employment?

IF YOU HAVE ANSWERED "YES" TO ANY OF THE FOREGOING QUESTIONS, PLEASE PROVIDE ALL PARTICULARS ON AN ATTACHED SHEET. A "YES" ANSWER DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM CONSIDERATION OF YOUR APPLICATION OR FROM EMPLOYMENT.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				
2. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				
3. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				
4. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

ADDITIONAL INFORMATION

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (Please list any specialized skills, experience in operation of equipment or other similar information that you would like us to be aware of.)

State any additional information you feel may be helpful to us in considering your application.

REFERENCES

- | | |
|---------------|-------------|
| 1. Name _____ | Phone _____ |
| Address _____ | |
| 2. Name _____ | Phone _____ |
| Address _____ | |
| 3. Name _____ | Phone _____ |
| Address _____ | |

FOR COUNTY USE ONLY

Arrange Interview? YES NO

Remarks _____

Interviewer Date

Employed? YES NO Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
Name and Title Date

PLEASE COMPLETE FOR CDL REQUIRED POSITIONS ONLY

APPLICANT ACKNOWLEDGEMENT FORM

I hereby provide consent to Cedar County to conduct a full query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse.

I understand that if the full query conducted indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to Cedar County without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for Cedar County to conduct a full query of the Clearinghouse, it will impact my employability.

Employee Signature

Date

Employee Printed Name

Employee SS#