

LOUISA COUNTY SHERIFF'S OFFICE
Attention: Kristi Palmer
12635 County Road G-56 Suite 102
Wapello, Iowa 52653
319-523-8326 - phone
319-527-5003- fax
www.louisacountyiowa.org

EMPLOYMENT APPLICATION

Thank you for your interest in this Office. Attached is an application form you need to complete in order to be considered for employment. The following is information that may be of interest to you.

APPLICATION/HIRING PROCESS

1. Applications may be obtained through the Louisa County Sheriff's Office address listed on the application or at another location if listed in the advertisement. In order to be considered, applications must be complete, signed, and received in the Sheriff's Office no later than the closing date. Also, applications postmarked on or before the day prior to the closing date will be considered. Applications not meeting the above criteria will not be considered. In addition, applicants not meeting the minimum qualifications for the position will not be considered.
2. Depending upon the candidates, we may conduct one or more interviews. We may also ask applicants not previously selected for interview to be interviewed if we need more applicants to consider. Interviewed applicants are considered in open competition with each other. Our intent is to select the best candidate for the position based on each candidate's overall standing in job-related education, experience, training, personal interview results, personal skills, attitude, interest level, and etc.
3. If you are interviewed and not selected for the position, you will receive a personal telephone call from a member of the interview team or a letter.
4. If you are not selected for this position, your application will remain active for a period of twelve (12) months. During that period, we may contact you should another opening occur. If you see another opening advertised and you wish to be considered for it, send a written request to the Louisa County Sheriff's Office stating that you want your application activated for the opening. If you do that, you do not need to submit another application form unless you want to.

Applications may be obtained by pickup at the office, regular mail, county web site or fax.

Work Schedule: Shifts and days off vary, **must** be able to work weekends and holidays

Thank you for your application!

"This page is for your information – do not submit with application."

**LOUISA COUNTY SHERIFF'S OFFICE
EMPLOYMENT APPLICATION**

Notice to Applications: You must submit a separate application for each open position for which you are applying within the time frames required for each position. If at any time you need additional writing space, please attach additional paper. Answer each question clearly and completely. Failure to sign and date this form may result in you not being considered for an interview. Please attach current resume.

| POSITION APPLYING FOR | |
|---------------------------------|--------------|
| Position Classification: | Date: |

| PERSONAL INFORMATION | |
|---|--|
| Name: | Social Security No: |
| Home Phone: () | Alternate Phone: () |
| Street Address: | |
| City, State, Zip: | |
| Email Address: | |
| U.S. Citizen? | If no, are you able to provide evidence of identity and employment eligibility? |
| Have you ever been convicted of a criminal offense? | If yes, explain: |
| Have you ever received a disciplinary suspension, been discharged, or forced to resign from a position? If yes, explain: | |
| Have you ever been known by another name(s)? | If yes, list name(s): |

| EDUCATION | | | |
|---|---------------------------|--|--------------------|
| Did you graduate from high school? | If yes, what year? | If no, do you hold a GED Certificate? | |
| Name of High School: | | City & State: | |
| Post High School Education Name & Location of School | # Of Years Completed | Course of Work | Degree Received |
| | | Major: | |
| | | Minor: | |
| | | Major: | |
| | | Minor: | |
| | | Major: | |
| | | Minor: | |

| MILITARY SERVICE | | | |
|-------------------------|-----------------|-----------|------------------|
| Branch: | From: Mo | Yr | To: Mo Yr |
| Disabled: Yes No | | | |

Copy of DD214 Discharge must be attached to application.

| PRESENT SKILLS |
|--|
| List any skills, special training, licenses, certifications, or registrations you hold that would apply to this position: |
| |

| EMPLOYMENT HISTORY | | | |
|--|--|---------------------|-------------------------|
| (List most recent employment first - attach additional pages as necessary) | | | |
| Employer: | | Job Title: | |
| Address: | | From: Mo Yr | To: Mo Yr |
| Supervisor: | | Annual Salary: | Average Hours Per Week: |
| Phone: () | | Reason For Leaving: | |
| Job Duties: | | | |

| | | | |
|-------------|--|---------------------|-------------------------|
| Employer: | | Job Title: | |
| Address: | | From: Mo Yr | To: Mo Yr |
| Supervisor: | | Annual Salary: | Average Hours Per Week: |
| Phone: () | | Reason For Leaving: | |
| Job Duties: | | | |

| | | | |
|-------------|--|---------------------|-------------------------|
| Employer: | | Job Title: | |
| Address: | | From: Mo Yr | To: Mo Yr |
| Supervisor: | | Annual Salary: | Average Hours Per Week: |
| Phone: () | | Reason For Leaving: | |
| Job Duties: | | | |

| REFERENCES | | |
|------------|--------------|--------------|
| Name | Phone Number | Relationship |
| | () | |
| | () | |
| | () | |

| SIGNATURE AND BACKGROUND WAIVER | |
|---|-------|
| <p>I certify the information contained in this application is correct to the best of my knowledge and understand any misrepresentation or omission of information requested on this form constitutes grounds for rejection of my application. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.</p> <p>I authorize the Louisa County Sheriff's Office and its employees and/or agents to check into my background to determine suitability for employment. Included herein is the gathering of information relative to a violation(s) of the law resulting in a conviction(s).</p> <p>In addition, my signature hereon will release other agencies, employers, and schools, their employees and/or agents from liability for supplying background information to the Louisa County Sheriff's Office. I realize if I do not allow this release of information, this refusal shall be grounds for denying employment.</p> | |
| Applicant's Signature: | Date: |

NOTICE: All applicants selected for a position will have to provide certified transcripts of their education prior to being actually hired.

Address to Return Applications: Louisa County Sheriff's Office
 Attention: Jail Administrator Kristi Palmer
 12635 Co Rd G-56 Suite 102
 Wapello, Iowa 52653
 Phone: 319-523-8326
 Fax: 319-527-5003

LOUISA COUNTY SHERIFF'S OFFICE
12635 G-56 #102
Wapello, Iowa 52653
319-523-8326 Phone
319-527-5003 Fax

JAILER

EXAMPLES OF WORK:

Effectively communicates with offenders, giving clear and complete instructions. Gives explanations of policies and procedures and outlines expectations in a detailed and understandable manner.

Regularly observes offender behavior and communicates observations and perceptions, verbally and/or in writing, with co-workers and supervisors to enhance an effective team approach.

Regularly determines and documents the whereabouts of each offender. This includes doing head counts within the facility and telephone or site checks outside the facility.

Consistently enforces procedures and monitors offender behavior to ensure compliance with the rules of supervision. Confronts offenders for rule violations or inappropriate behavior in an assertive, constructive and fair manner.

Participates in the disciplinary process and ensures that due process rights are afforded to offenders at all times. Regularly makes judgments as to whether rules have been violated and when necessary, prepares accurate written disciplinary reports. May be assigned to further investigate reports after they are written. Serve on a hearing committee for the purpose of determining if a violation actually occurred and if so, decides appropriate sanctions for the behavior.

Conducts urinalysis and Breathalyzer tests on the offender population according to departmental policy. This includes scheduled testing as well as making assessments concerning the need to conduct a test.

Perform clothed and unclothed searches of offenders, searches of their living quarters and property. Also search other areas within the facility and facility visitors. Identifies and confiscates contraband and follows departmental policies on contraband disposition and chain of evidence.

Recognizes and responds to potentially dangerous situations and use good verbal de-escalation skills and, if warranted, uses the least amount of force necessary to gain control of the situation. Approaches situations with the safety of all involved as the primary objective.

May conduct individual counseling with offenders to address problem areas.

Conducts routine inspections of the facility. Identifies needed repairs to the building, fixtures, equipment and furniture. Examines and maintains the overall cleanliness of the facility, conduct laundry and meal services as needed and supervises offender cleaning details to ensure that high standards of cleanliness are maintained.

Monitors the offender's use of prescription and over the counter medications. Stores medications in a secure location and makes them available to offenders when needed. Ensures that only the person for whom it is intended takes in the correct dosage and medication.

Conducts operational checks on alarm/security equipment and immediately reports any problems to the supervisor.

Regularly uses general office equipment to include computers, fax machines, copy machines, and the telephone.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to accurately and succinctly write descriptions of human behavior in English using proper grammar, correct spelling and sentence structure.

Ability to read, understand, and apply Departmental policies to a variety of situations.

Ability to use effective interpersonal skills in dealing with offenders, co-workers and the public.

Ability to relate effectively and with sensitivity to people of a different gender, culture or ethnic group.

Ability to assert one's self in dealing with others while retaining composure under pressure and remaining objective.

Ability to solve problems exercising good judgment in a variety of situations.

Ability elicits acceptable behavior from offenders while assisting them consistent with policy.

SPECIAL REQUIREMENTS:

Must satisfactorily complete required pre-employment testing and a background investigation, including criminal history data.

Barring reasonable accommodation under the Americans with Disabilities Act, employees must possess or have the ability to obtain a valid driver's license, and the ability to be insured under the district's auto insurance coverage.

Must successfully obtain the state jail certification within the first twelve (12) months of employment.

Must adhere to the use of universal precautions in the performance of job duties in order to minimize the potential risk for exposure to blood borne pathogens.

Required to be certified in First Aid and CPR.

ESSENTIAL FUNCTIONS:

Must have sufficient sight, hearing and communication capabilities to observe and report the actions of offenders, both verbally and in writing.

Ability to communicate with the offender population, criminal justice and related agency staff and other involved parties in individual and group settings.

Ability to comprehend critical information and make decisions within established policy guidelines, time frames and legal parameters.

Ability to respond to a situation where one's life or safety, or the life or safety of another person is in jeopardy consistent with existing policy and training.

Ability to perform offender/visitor and facility searches in order to maintain the security of the facility.

Ability to travel to various locations to satisfy job requirements.

Ability to utilize available technology in the performance of job duties.