

**DETENTION OFFICER (SALARY AS OF JULY 1, 2019)**

OPENING DATE: 05/17/19**CLOSING DATE:** 06/28/19 11:59 PM**DEPARTMENT:** Sheriff's Office**LOCATION:** Jail, 1985 NE 51st Pl., Des Moines**HOURS:** To be Determined**SALARY:** \$45,032.00 - \$65,689.00 Annually**BARGAINING UNIT:** Teamsters**SALARY GRADE:** 15**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and ability to use proper grammar, punctuation, and sentence structure in hand written and computer generated Polk County Jail reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability to accurately document incidents containing clear, concise and complete information in chronological order.
- Ability to remain calm, contain and control inmates during stressful situations.
- Ability to quickly recognize behavior problems or security issues and take immediate action to intervene.
- Ability to firmly and fairly enforce rules and regulations.
- Ability to follow standard operating procedures.
- Ability to analyze data and reach logical conclusions.
- Ability to meet the physical and psychological standards set forth by the County Sheriff and Jail Administration.
- Ability to successfully complete training requirements as defined by the Sheriff's Office general orders, the Iowa Administrative Code.
- Ability to utilize the jail computer system to enter data and produce reports.
- Ability to participate in physical restraint of hostile, aggressive, combative prisoners.
- Ability to successfully complete a CPR course.
- Ability to frequently walk up/down stairs, crouch, kneel, stoop, bend, reach and crawl.
- Ability to complete the physical testing component of the hiring process which includes a quarter mile sprint, 50 foot dummy drag (150 lbs.) and lifting a hanging dummy that weighs 165 lbs. and hold for 15 seconds.
- Ability to obtain/maintain valid driver's license issued by the State of Iowa.

TRAINING AND EXPERIENCE:

- Graduation from high school or equivalent.

Special Requirements:

- Must be a citizen of the United States.
- Must be 18 years of age.
- Must be of good moral character.
- Must not have been convicted of a serious crime.
- Must be able to meet any additional criteria established by state and federal law which would allow the applicant to be certified to the IOWA (Iowa On-Line Warrants and Articles) system and the NCIC (National Crime Information Center) system.
- A criminal background check will be required.
- A polygraph exam will be administered prior to pre-employment offer.
- Candidate must pass a post-employment offer physical examination.
- A drug screen may be required prior to final offer of employment.

Annual Entry Salary for Detention Officers with prior corrections, detention, or law enforcement service (Effective July 1, 2019):

- 1 year of correction, detention, or law enforcement service:-----**\$45,923**
- 2 years of correction, detention, or law enforcement service:-----**\$46,833**
- 3 years of correction, detention, or law enforcement service:-----**\$47,733**
- 4 years of correction, detention, or law enforcement service:-----**\$48,634**
- 5 years of correction, detention, or law enforcement service:-----**\$49,535**
- 6+ years of correction, detention, or law enforcement service:-----**\$50,435**

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.polkcountyia.gov/hr/job-opportunities/>

An Equal Opportunity Employer

OUR OFFICE IS LOCATED AT:
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