

Notice

The Cerro Gordo County Civil Service Commission will conduct a Civil Service Examination for the appointment of Deputy Sheriff of Cerro Gordo County, Iowa as follows:

Date: Wednesday, March 1, 2023

Time: 9:00 AM

Place: Cerro Gordo County LEC

17262 Lark Ave

Mason City, IA 50401

Minimum qualifications for such appointment will be in accordance with the minimum standards as set forth by the Law Enforcement Academy Council and approved by the Iowa Departmental Rules Committee. Rules may be obtained in the County Auditor's Office.

Applications, job description and minimum requirements may be obtained in person from the Administrative Services Office on the first floor of the Cerro Gordo County Courthouse or requested by contacting our email address: hr@cgcourt.org. Applications must be returned to the Administrative Services Office no later than 4:00 PM on February 10, 2023. The physical test will be held after the written test for those who have qualified.

Ron Arispe, Chairman

Cerro Gordo County Civil Service Commission

**CERRO GORDO COUNTY, IOWA
POSITION DESCRIPTION**

Position Title: Sheriff's Deputy (Patrol Classification)

Department: Sheriff

Immediate Supervisor: Lieutenant Deputy

Shift: Assigned shift could be 6:00 a.m. to 2:00 p.m.; 10:00 a.m. to 6:00 p.m.; 6:00 p.m. to 2:00 a.m.; or 10:00 p.m. to 6:00 a.m. with rotation of 6 days on and 3 days off

Location: Cerro Gordo County

FLSA: Non-exempt/Union Position

Salary Range: \$29.00 to \$39.00/hr.
based on experience

Approved by: Sheriff

Date: July 1, 2022

Summary:

The Deputy will implement activities associated with maintaining law and order. Duties include, but are not limited to patrol, criminal and accident investigations, arrests, prisoner transports, and computer skills.

Essential Duties and Responsibilities:

Maintains law and order and serves legal processes of courts. Quiets disturbances and arrests law violators. Serves subpoena and summons and keep records.

Patrols assigned area to enforce laws. Drives vehicle through assigned area observing traffic violations and issuing citations.

Assumes control of traffic accidents to maintain traffic flow. Assists accident victims and investigates causes of accidents.

Investigates crimes and arrests violators. Investigates illegal or suspicious activities of persons.

Locates and takes persons into custody on arrest warrants.

Transports or escorts prisoners between courtrooms, prisons and medical facilities. Keeps order in courtroom.

Operate radio to deliver instructions to patrol units.

May assist in dragging river to locate bodies.

Supervisory Responsibilities:

None

Qualification Requirements:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed as follows are representative of the knowledge, skill, and ability required.

Knowledge of the criminal justice system; knowledge of criminal, civil and constitutional law; be able to interpret State of Iowa law, regulations and procedures.

Knowledge of cardiopulmonary resuscitation principles and techniques; knowledge of first aid principles and techniques.

Ability to establish and maintain effective working relationships with law enforcement personnel, representatives of other governmental agencies, other county employees, the media, the general public and the courts.

Ability to make quick and valid decisions under adverse circumstances.

Ability to utilize the county computer system.

Ability to establish goals and objectives and assess progress toward their achievement.

The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Education and Experience:

Must be at least 18 years of age and a High School graduate or have a graduate equivalency diploma (GED).

Must be able to comply with the minimum standards for Iowa Law Enforcement Officers within one year of employment.

Language Skills:

Ability to read and comprehend complex instructions, correspondence and memos.

Ability to write detailed correspondence.

Ability to communicate effectively in one-on-one or group situations, other employees of the department and others outside of the department.

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 and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

None

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, and talk or hear.

The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl.

While performing the duties of this job, the employee must occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include uncorrected vision not less than 20/100 either eye. Corrected to 20/20 normal color vision. Normal hearing, each ear.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may be exposed to physical harm caused by an emotional consumer or the general public.

While performing the duties of this job, the employee is occasionally required to work in adverse weather conditions (i.e. extreme heat or cold, rain, snow, etc.)

The noise level in the work environment is usually moderate.

Comments:

Non-residents of Cerro Gordo County are required to establish residency in the county within six (6) months from date of hire.

Must have a valid Iowa Driver's License and be insurable for driving under county insurance company policies.

Applicant will be subject to psychological screening, Criminal Background Check and fingerprint search.

Must pass a physical performance examination and oral interview and receive a passing grade on the written test for Civil Service.

Applicant will be subject to post offer, pre-employment drug and physical testing.

Cerro Gordo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Cerro Gordo County is subject to and has adopted a policy in compliance with the 2008 Smokefree Air Act.