

Buchanan County Sheriff Department

**POSTING DATE: March 27, 2024**

**Correctional Officer (Jailer)**

**DEPARTMENT:** Sheriff

**DUTIES:** The Correctional Officer is a command staff position that reports to the Lead Jailer. This position provides security and supervision of inmates; processes incarceration or release of inmates; processes bail bonds and fines; and performs related work and activities as required/assigned.

**QUALIFICATIONS:** High school diploma or GED. In addition, the following selection requirements apply:

- Must be 18 years of age or older.
- Successful completion of a psychological examination;
- Successful completion of a urinalysis test for drugs;
- Successful completion of a medical examination and be free of contagious disease.
- Be of good moral character as determined by a thorough background investigation; including a fingerprint search.

**STATUS:** Non-Exempt – Union-Chauffeurs, Teamsters & Helpers Local 238

**Hourly Wage:** Based on Union Pay Scale

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Applications and job description can be obtained through the Buchanan County Sheriff's Office at 210 5<sup>th</sup> Ave NE., Independence, Iowa or by downloading them off the County's website at <https://www.buchanancounty.iowa.gov>

Application and a signed job description must be submitted by mail or dropped off at:

**Buchanan County Sheriff Department  
Attn: Scott Buzynski  
210 5<sup>th</sup> Ave NE  
Independence, IA 50644**

**The required documents will be accepted through Friday, May 3, 2024 until 4:30 p.m.**

Buchanan County is an Equal Opportunity Employer (EOE).  
It is the policy of Buchanan County to comply with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

Buchanan County Sheriff's Office • 210 5<sup>th</sup> Ave NE • Independence, IA 50644 •  
(319) 334-2568 • FAX (319) 334-6542 • [www.buchanancounty.iowa.gov](http://www.buchanancounty.iowa.gov)