PHONE 712-362-2639
DEPUTIES:
SERGEANT JEFF MERRILL
TONY RUTER
TOM BAULER
DILLON FAAS
NICK MERWALD
THOMAS SCHULTES
JUSTIN SCHULTES
CALEB CREECH

CIVIL CLERK:
LAURIE HARVEGO

MIKE
MARTENS
SHERIFF
EMMET COUNTY
Law Enforcement Center
114 North 6th Street
Estherville, Iowa 51334-2229

FAX 712-362-7271
DISPATCHERS:
EMILY KRAUSE
MACKENZIE KOLLASCH
CASIE WHITACRE
CHRIS INMAN

JAILERS:
JAIL ADMINISTRATOR:
PABLO LEAL

BOB KRAUSE
HUNTER COLLINS
LUKE BRENNER

Immediate Opening

The Emmet County Sheriff's Office is currently accepting applications for a full-time jailer. This position comes with full time employment benefits including paid vacation, holiday pay, health insurance, life insurance, sick leave and an IPERS retirement program.

Duties include but are not limited to the care, supervision and transportation of county jail prisoners.

A qualified employee must possess a high school diploma or GED, have the ability to earn and maintain certifications as required by law and department policy, have hearing within normal range, the ability to multi-task, have the ability to operate computer systems and other office equipment as well as the ability to report to work on short notice.

Additionally, a successful employee must have a safe driving record, be able to pass a background check, pre-employment physical, drug screen, interview and MMPI (Minnesota Multi-Phasic Personality Inventory) as required by law. The starting wage is $17.32 per hour with step increases to $18.78.

A complete description of the duties and responsibilities are available with the application on-line at emmetcountyia.com, Facebook or at the Emmet County Sheriff's Office. The position is open until filled.

Emmet County is an EOE.

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General Description

Emmet County Sheriff's Office Jailer

Duties and Responsibilities of an Emmet County Jailer include but are not limited to:

1. Be familiar with all jail rules and policies as well as all state regulations regarding care and custody of county jail inmates.
2. Maintain custody, care and safety of the inmates of the Emmet County Jail as required by law and department policy.
3. Search and process into the jail all incoming inmates for weapons and contraband.
4. Secure and record all of the inmate's valuables and personal effects.
5. Conduct personal observation checks of all prisoners, observe inmate conduct report and take action in regard to any unusual behaviors or circumstances.
6. Maintain jail cleanliness and sanitation.
7. See that necessary maintenance of the jail, its fixtures and equipment is performed.
8. See that the inmates adhere to jail rules, report and take action in regard to violations.
9. Serve three meals daily.
10. Maintain a proper inventory of supplies within the jail including meal supplies and required medications.
11. Issue supplies to inmates as needed.
12. Record and inspect incoming and outgoing mail.

13. Escort prisoners to and from court appearances as required.
14. Safely transport prisoners to and from other institutions as required.
15. Supervise and record prisoner jail visitation.
16. Release prisoners and return personal belongings as required.
17. Administer and record prisoner medical care including the dispensing of medications as required.
18. Assist with jail programs and services.
19. Maintain all required records and logs.
20. Earn and maintain all training and certifications as required by state law and department policy.

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Authorization for Release of Personal Information

I, _____ do hereby authorize a review of and full disclosure of all records concerning myself to the Emmet County Sheriff's Office whether the said records are a public, private or confidential nature, including criminal histories.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Emmet County Sheriff's Office. I also certify that any person(s) who may furnish such information in good faith concerning me shall not be held accountable for providing this information; and I do hereby release Emmet County and any and all agents or employees and the Emmet County Sheriff's Office from any and all liability which may be incurred as a result of collecting such information.

I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL) ARE COMPLETE, TRUE AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE OR MISLEADING AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.

A photocopy and/or copy of this release form will be valid as an original thereof, even though the said photocopy/fax does not contain an original writing of my signature.

I have read and fully understand the contents of the "Authorization for Release of Personal Information."

X_____

(Signature of Applicant and Date)

EMMET COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Emmet County Iowa

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ Email _____

Date Available: _____ Desired Salary:$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Diploma:: _____

College: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____