

PHONE 712-362-2639

DEPUTIES:

CHIEF DEPUTY JUSTIN SCHULTES
SERGEANT JEFF MERRILL
CALEB CREECH
DAVID GREENWALD
JESSE MICKELSON
DYLAN ESHELMAN

CIVIL CLERK:
LAURIE THOMAS



Law Enforcement Center
114 North 6th Street
Estherville, Iowa 51334-2229

FAX 712-362-7271

DISPATCHERS:

CASIE WHITACRE
CHRIS INMAN
ALLIE TENDAL
MELANIE ANDERSON

JAILERS:

JAIL ADMINISTRATOR:
LAURIE THOMAS

AHREN OUELLETTE
ROSALIA RODRIGUEZ
BRETT PRESTON

Immediate Opening

No Experience Necessary

The Emmet County Sheriff's Office is currently accepting applications for one full time tele-communicator.

Full time benefits include: paid vacation, holiday pay, health insurance, life insurance, sick leave and an IPERS retirement program.

A qualified applicant must possess a high school diploma or GED, have the ability to earn and maintain certifications as required by Iowa law and department policy, have the ability to read both at close range and at distances, have normal color vision, hearing within a normal range, the ability to multi-task, be able to operate computer systems and other office equipment as well as the ability to report to work on short notice if necessary.

Additionally, a successful employee must be able to pass a background investigation, pre-employment physical, drug screen and MMPI examination.

The starting wage is \$20.56 per hour with step increases to \$22.88 per hour within one year of employment.

A complete job description is available with the application on-line at emmetcounty.iowa.gov, on the Emmet County Sheriff's Office Facebook page or at the Emmet County Sheriff's Office.

The positions are open until filled. Emmet County is an EOE.

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General Description

Emmet County Sheriff's Office Tele-communicator

An Emmet County Sheriff's Office Tele Communicator receives and prioritizes Emergency 911 and non-emergency telephone calls and direct information from the public, processes information using a computer-aided-dispatch (CAD) system, dispatches appropriate emergency service agencies such as law enforcement, fire, emergency medical units and the emergency management agency, monitors public safety units in the field, retrieves and enters computer data for emergency response personnel within the service area, records and upon request produces all available information in regard to these response agencies, operates the Iowa, NCIC and NLETS terminal for the efficient delivery of public safety services, receives and transmits by two way radio broadcast any necessary information to law enforcement, fire and EMS units in the field or to other agencies, pages fire departments and EMS services as needed, activate various warning systems for Emmet County as needed, as well as monitoring video and audio surveillance systems of the Emmet County Jail in order to safeguard the prisoners housed within the Emmet County Jail and notifies jail and/or sheriff's office patrol staff of any detected concern. A female tele-communicator may have to assist with the booking of female prisoners to maintain a female/female environment to maintain the integrity of the facility.

Additionally a tele-communicator will achieve and maintain state and department certifications as required for both tele-communicators and jailer certifications. A tele-communicator will establish and maintain competency and knowledge of department policy and procedures for both tele-communicator and jailers duties and operations and will be responsible for other duties as assigned.

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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: _____