

# OFFICE OF THE SHERIFF MARSHALL COUNTY

**STEVEN W. HOFFMAN, SHERIFF**

JOEL R. PHILLIPS, Chief Deputy \* PATRICK W. WHITE, Chief Jailer  
2369 JESSUP AVENUE, MARSHALLTOWN, IOWA 50158  
TELEPHONE: 641-754-6380  
FAX: 641-754-6369

Dear Applicant,

Thank you for your interest in the Jail Officer profession with the Marshall County Sheriff's Office. Enclosed are materials for your review and completion.

To be eligible to take the physical fitness and written examination, your completed application must be submitted by the published deadline, March 3<sup>rd</sup>, 2017 at 4:30PM. Your application must be filled out completely and include:

- **A copy of your birth certificate**
- **Military form DD-214 (if applicable)**
- **Certified school transcripts**
- **Current photograph**
- **If any of these items cannot be submitted with your application by the deadline, you must advise in writing that they will be forwarded.**

Testing will occur on Saturday, March 11th, 2017 at the Sheriff's Office with registration beginning at 8:30 a.m. and testing beginning at 9:00 a.m. Photo I.D. is required. The physical tests will be administered first, followed by the written examination for those remaining eligible.

#### **The minimum standards for Marshall County Jailer applicants are as follows:**

- A. Is a U.S. Citizen.
- B. Is 18 years of age or older.
- C. Is able to read and write in English.
- D. Is of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files.
- E. Is not by reason of conscience or belief opposed to the use of force, when appropriate or necessary to fulfill the person's duties.
- F. Has the ability to perform the essential elements of the position as defined in department job specifications (including keyboard/computer skills and the ability to write reports).
- G. Is an appropriate candidate for employment as demonstrated by qualified psychological screening.
- H. Is in good physical condition and free of contagious diseases as certified by a physician.
- I. Has successfully completed, or is willing to complete, the State required jailer training within the first year of employment.
- J. Has a valid Iowa driver's license, or the ability to obtain one by time of employment (there are additional specific requirements related to a person's driving record).
- K. Resides, or is willing to reside, within a 40-mile radius of the Sheriff's Office.
- L. Is not addicted to alcohol or drugs.
- M. Must be willing to submit to a polygraph examination, which will cover all areas of the minimum qualifications.

Sincerely,

*Patrick White*

Patrick White, Chief  
Marshall County Jail