



**Ida County Sheriff's Office**  
**Position Description: FULL TIME Deputy Sheriff**  
**STARTING SALARY UP TO \$37.04 DOQ**

**GENERAL DESCRIPTION**

Deputy Sheriff's are responsible for detecting and deterring crime. Deputy Sheriff's respond to emergencies, issue citations, protect life and property, arrest violators in addition to many other tasks.

**HOURS OF WORK**

Deputies work 9 hour shifts in a 6 days on, 3 days off rotation. Due to the nature of the employment, expect to work weekends, holidays, and night shifts. Overtime is accrued or paid at the rate of 1.5 hours per every hour worked. Overtime begins once an employee has worked more than 54 hours in the 9 day rotation, at which point they may accrue up to 54 hours of compensatory time that can be used later. Overtime can also be paid out rather than accrued as compensatory time.

**SKILLS REQUIRED – this is not an exhaustive list**

- 1) Problem Solving/Critical Thinking. Deputies are expected to attempt to solve problems that arise during their shift without direct supervision. Deputies must be able to examine a problem, determine appropriate resolutions to the problem, and put a plan into action. Deputies must be capable of making independent decisions when circumstances warrant.
- 2) Teamwork. Deputies must be willing to work as a member of a team. Whether the other team members are other dispatchers, jailers, deputies, EMTs, firefighters, or the general public; deputies are expected to work with many different people to accomplish common goals.
- 3) Customer Service. Deputies are expected to treat each and every person that they interact with whether that is by phone, radio, or in person with the utmost professionalism and customer service attitude. Our customers include members of the public, other law enforcement, EMS and fire personnel, as well as other local, state, and federal agencies.

**QUALIFICATIONS**

1. Must be 21 years of age
2. Must have a high school diploma or equivalent (GED)
3. Must not have any felony convictions of any kind. Misdemeanor convictions will be reviewed by the Sheriff on a case by case basis to determine eligibility
4. Must pass POST test, physical agility, psychological and physical testing

**TRAINING**

Deputies, if not already certified will attend the Iowa Law Enforcement academy. Deputies are also required to become jail certified within one year of hire. Deputies will attain many certifications, including but not limited to CPR/AED, ILLECP, Incident Command, Hazmat, etc. Deputies will also undergo a field training period with a Field Training Officer.

### **VACATION/SICK LEAVE**

Every month, deputies will accrue 9 hours of sick leave, which can be used for the employee's or the employee's minor child's medical problems, subject to approval by a supervisor.

After one year of continuous full time employment, 1 week (54 hours) of vacation is awarded. After two years, two weeks (108 hours) of vacation is awarded. After 10 years, three weeks (162 hours) of vacation is awarded. After 25 years, 4 weeks (216 hours) of vacation is awarded.

### **HOLIDAY PAY**

Holiday pay is administered as set forth by the union contract. Full time, non probationary employees receive time and a half for all hours worked on recognized holidays in addition to 8 hours of regular pay on all holidays, regardless of whether they are worked holidays or not.

### **INSURANCE**

Health insurance is administered as set by the union contract. Employees are provided a single plan which is 100% paid by the county. Family coverage can be purchased for approximately \$616 a month.

### **HIRING PROCESS**

- 1) Application Must Be Received by April 18, 2025, at 4:30pm.
- 2) POST/Physical Agility Testing – date TBD, applicant will be notified
- 3) Civil Service Interview – will be conducted on testing date
- 4) ICSO Department interview – Chief Deputy, Sergeants, Sheriff
- 5) Sheriff's Interview
- 6) Conditional Officer of Employment – contingent offer upon background check, physical, and MMPI
- 7) Final Offer of Employment – Start Date Set

The expected hiring date for this position is on or around July 1, 2025.