

# CEDAR COUNTY

Please return to:

Cedar County Sheriff  
 711 E. South St.  
 Tipton, Iowa 52772-1977  
 Phone (563) 886-2121  
 FAX (563) 886-2095

## Application for Employment

Cedar County is an equal opportunity employer. We consider applicants without regard to race, color, religion, sex, national origin, age, marital status, veteran status, creed, sexual orientation, gender identity, medical condition, or disability.

Date: \_\_\_\_\_ Position Applied For \_\_\_\_\_

Last Name	First Name	M.I.	Phone
Address		City	State Zip

PLEASE CIRCLE DESIRED SHIFTS: 1ST 2ND 3RD

On what basis are you available for employment?  Full-time  Part-time

How did you learn about this position? \_\_\_\_\_  
 (Newspaper, radio, personnel announcement, walk-in etc.)

Date available for work: \_\_\_\_\_ Desired Salary Range: \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No

Have you ever been employed with us before?  Yes  No

If yes, in what capacity? \_\_\_\_\_  
 Reason for leaving? \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Are you legally eligible to be employed in the US?  
 (Proof of identity and eligibility will be required upon employment)  Yes  No

Are you Veteran of U.S. Armed Forces?  
 (Those wishing to claim Veteran's preference must submit proof of service Form DD214 with application.)  Yes  No

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Can you travel if the job requires it?  Yes  No

Do you have a valid Driver's License?  Yes  No CDL?  Yes  No

If you ever been convicted of a crime other than a minor traffic violation please explain:

\_\_\_\_\_  
 (A yes answer does not automatically disqualify you from employment.)

## Education/Training

	Name & Address of School	Course of Study	No. of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate School				
Graduate Professional				
Other(Specify)				

Have you received any additional training-workshops, short courses, volunteer work? Explain:

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Do you have any other experience or qualifications not listed which relates to the job applied for? List any office equipment, machines, or computer software you can operate.

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Please indicate in the space below and on additional blank sheets if necessary, such experience, training, skills or ability that you believe will qualify you for the position for which is applied.

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# Employment History

Start with your present or most recent job. Please provide a minimum of 10 years employment history.

Employer	Dates Employed		Job Title and Work Performed
Address	May we contact for a reference check? <input type="checkbox"/> yes <input type="checkbox"/> no		
City/State/Zip	Supervisor's Name		
Phone Number	Ending Wage	# employees supervised	
Fax Number			
Reason for Leaving			
Employer	Dates Employed		Job Title and Work Performed
Address	May we contact for a reference check? <input type="checkbox"/> yes <input type="checkbox"/> no		
City/State/Zip	Supervisor's Name		
Phone Number	Ending Wage	# employees supervised	
Fax Number			
Reason for Leaving			
Employer	Dates Employed		Job Title and Work Performed
Address	May we contact for a reference check? <input type="checkbox"/> yes <input type="checkbox"/> no		
City/State/Zip	Supervisor's Name		
Phone Number	Ending Wage	# employees supervised	
Fax Number			
Reason for Leaving			

Please continue on separate sheet of paper if you need additional space.

## References

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

Yes  No

(Note to applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.)

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I authorize Cedar County to conduct or participate in any investigation of my personal background, work history and police record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I hereby acknowledge that the selection process for this position is subject to Iowa open meetings and records. To the extent allowed by law, I request that my application be kept confidential. I further request that the sessions in which my qualifications are reviewed and discussed be done in closed session as to protect my reputation.

\_\_\_\_\_  
Signature of Applicant

If you do not sign this acknowledgement/request your application may become a public record and consideration of your application may be done in open session.

## Release and Authorization

I hereby authorize Cedar County to obtain any driving records pertaining to me for the purpose of consideration with respect to my application for employment for Cedar County.

Print Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Type of Drivers License: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
(Mandatory for Law Enforcement Applicants ONLY. Information used to conduct criminal history investigation.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED WITH YOUR APPLICATION**

## **BASIC REQUIREMENTS FOR POSITION OF DISPATCHER**

- 1. Is a citizen of the United States and a resident of Iowa or intends to become a resident upon being employed. Must live no more than twenty-five minutes from Tipton.**
- 2. Has reached his/her eighteenth birthday.**
- 3. Has a valid operator's license issued by the State of Iowa.**
- 4. Is able to read and write the English language.**
- 5. Is not a drug addict or a drunkard. Is of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state, and national fingerprint files and has not been convicted of a felony or a crime involving moral turpitude.**
- 6. Is not by reason of conscience or belief opposed to the use of force when appropriate or necessary to fulfill his/her duties.**
- 7. Is a high school graduate with a diploma, or possesses an equivalency certificate which meets the minimum score required by the State of Iowa as determined by the State Department of Public Instruction.**
- 8. Has an uncorrected vision of not less than 20-100 in either eye; correctable to 20-20 and normal color vision.**
- 9. Has normal hearing in each ear as determined by an examining physician.**
- 10. Has participated in an oral interview held by the hiring authority or representative or representatives, to determine such things as appearance, background and ability to communicate.**
- 11. Has been examined by a physician to determine if free from physical, emotional, or mental condition which might adversely affect the performance of duties.**
- 12. Able to type at least 40 words per minute and has computer experience.**
- 13. Willing to work nights, week-ends, holidays, plus some week days.**
- 14. Either possesses a CPR card and/or certified in First Aid, or willing to take the training.**
- 15. Good communication skills.**
- 16. Willing to take training required for the job.**
- 17. Able to perform duties as outlined in job description.**

## **JOB DESCRIPTION**

**POSITION TITLE:**           Dispatcher  
                                  Cedar County Communications Center  
                                  Cedar County Sheriff's Office

The Dispatcher is responsible for maintaining the competent operation of the Communications Center. There are a number of responsibilities involved in this function. While any of the following duty statements are part of this function, a combination of them may be required at the same time.

### **Description of Work:**

1.    **Answers radio, telephone, teletype and dispatches police vehicles, fire vehicles and ambulances.**
2.    **Must act as the link for the officer to all other emergency and county services.**
3.    **Aids in the investigation of crime and reported crimes.**
4.    **Keep accurate records and file reports.**
5.    **Must be able to read maps accurately, and have a working knowledge of the Cedar County area.**
6.    **Must keep accurate logs of officers' activities and calls or complaints for future reference.**
7.    **Must be able to type a minimum of 40 wpm. Types officer cassette tape interviews with victims, witnesses, and suspects, and officer reports from cassette tapes.**
8.    **Testify in court, if necessary.**
9.    **Must be dependable for working assigned shifts, and able to work rotating shifts for 24-hour coverage.**
10.   **Must be accurate when taking information (ie, obtain correct names and return telephone numbers, correct addresses, and the like).**
11.   **Must have a genuine interest in helping others and in providing the department with an effective communications system.**
12.   **Must be able to work well with others.**
13.   **Must be able to understand callers and take control of the call from difficult callers to obtain necessary information for the officer under conditions of extreme stress.**
14.   **Must be able to operate the communications console.**
15.   **Must be able to operate office machines effectively, to include typewriter, copy machine and FAX machine.**
16.   **Must be willing to travel to attend all necessary classes.**
17.   **Maintain competent operation of the Communications Center's equipment.**
18.   **Provide information and assistance to persons calling the police.**
19.   **Act as the link for the officer to all other emergency and county services.**

**Qualifications:**

1. **General (Dependability and Initiative)**  
Must be able to work rotating type shifts for 24-hour coverage.  
Dependability for working assigned shifts.
2. **Personal (Attitude, Disposition and Appearance)**  
Dispatcher must have a genuine interest in helping others and in providing the department with an effective communications system.
3. **Interpersonal**  
Should be able to work well with others and to understand the positions of persons calling in.
4. **Intellectual**  
Must be able to understand the operation of the communications system and obtain necessary information for the officer under conditions of extreme stress.
5. **Skills required**  
Must be able to operate the communications console. Must be able to use a typewriter effectively and neatly.

**Training Provided:**

Basic in-service training of operations of communications center. Provided with an operational manual for emergency procedures. All possible technical training schools available. Must be able to travel for training.

**Remarks:**

Personnel will work under the required probationary period. Personnel will be evaluated at intervals for overall job performance.