

## SHAWNEE COUNTY SHERIFF'S OFFICE DEPUTY HIRING PROCESS

**Starting Salary: \$21.21 per hour**

**Application Closing Date: Until Filled**

**MINIMUM QUALIFICATIONS:** You must be a high school graduate or have a GED, be 21 years of age or older and good health. No felony or domestic violence conviction(s).

**TESTING PROCESS:** The next physical agility and written exam will take place February 2018. An exact date, location, and time are yet to be determined. All applicants will be notified of the exact date, time and location of the exams. YOU MUST SHOW A CURRENT PHOTO ID in order to be allowed to test.

Applicants who successfully pass the physical agility test (PAT) will be allowed to take the written exam immediately following PAT.

The physical agility test is outlined on the following website: [www.shawneesherriff.org/shr/document/physical\\_agility\\_test.pdf](http://www.shawneesherriff.org/shr/document/physical_agility_test.pdf)

The written exam consists of four sections: mathematics, reading comprehension, grammar and incident report writing. Applicants must score a minimum of 70% overall on this exam to move on to the next step in the process.

Study guides for the written exam are available at the Shawnee County Sheriff's Office. They are free, provided the receiving party returns the guide on the exam date.

Following the testing, applicants will be notified by letter of their test results. Successful applicants will be provided a Personal History Statement and Personal Information form, which must be completed and returned with the following documents by a deadline specified in the letter. All pages in the Personal History Statement that require a signature by a Notary Public must be completed.

**If the following documents are not received by the specified deadline, it will result in disqualification from the hiring process. If you do not have these documents on hand, it is suggested that you secure them as soon as possible.**

The following documents will not be returned to the applicant:

1. Legible copy of birth certificate.
2. Certified copy of High School Transcript/GED Certificate
3. Certified copy of College Transcript(s) (If Applicable)
4. Copy of Military Form DD214, or other military discharge papers (If Applicable)
5. Current photograph of applicant.

**INTERVIEW & BACKGROUND PROCESS (This process could take up to six (6) months):** The Sheriff's Office will perform an electronic background check, to include a credit check, on all candidates who successfully pass the testing process. Candidates will then be contacted for an initial interview by a member of the Sheriff's Office. Applicants will then be selected to undergo an in-depth background investigation before being forwarded to the command staff for review and interviews. Selected candidates will be given a conditional offer of employment. Those candidates will then be required to complete a polygraph, pre-employment physical/drug screen and psychological testing. A final interview with the Sheriff will be conducted. The Sheriff will select which candidate receives a final offer of employment. New applications will be required for each new hiring process.

For questions regarding the hiring process, contact: Lt. Justin Vest, Shawnee County Sheriff's Office, Training Unit, (785) 251- 7676.

**Shawnee County is a drug free work place and an equal opportunity employer.**