

SHAWNEE COUNTY SHERIFF'S OFFICE DEPUTY HIRING PROCESS

Starting Salary: \$16.22 Per Hour

Application Closing Date: Until Filled

A completed Shawnee County Application for Employment and a copy of a valid Driver's License MUST be submitted to: *Shawnee County Human Resources, 200 SE 7th, Room B-28, Topeka, KS 66603* by the closing date.

Testing Information: Thursday, January 21, 2010 @ 9:00 a.m., Kansas Expocentre-Exhibition Hall (next to Landon Arena), One Expocentre Drive (on Topeka Boulevard Between 17th-21st Streets). Bring your Driver's License for identification purposes.

MINIMUM QUALIFICATIONS:

You must be a high school graduate or have a GED, be 21 years of age or older, in good health and height/weight proportional. You must meet the height/weight requirements as shown on the ATTACHED CHART. No felony or domestic violence conviction(s).

TESTING PROCESS:

The **HEIGHT/WEIGHT VERIFICATION, PHYSICAL ABILITY AND WRITTEN EXAM** will be scheduled by the Sheriff's Office. **Study guides may be purchased in Human Resources for \$3.50.** On the date of testing, you will first have your height and weight verified. If you meet the height and weight requirements, you will proceed with the physical ability test. If you pass the physical ability test, you will then sit for the written exam.

No later than ten (10) days following the testing, you will be notified by letter of your test results. If your letter indicates you have passed the written exam, a Personal History Statement and Personal Information Form will be enclosed and 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. NO EXCEPTIONS WILL BE ALLOWED! If you do not have these documents on hand, it would be wise to secure them as soon as possible.

1. **CERTIFIED Birth Certificate**
2. **CERTIFIED High School Transcript/GED Certificate**
3. **CERTIFIED College Transcript(s) (If Applicable)**
4. **Military Form DD 214 (If Applicable)**

After testing, you will be informed when to submit CERTIFIED documents. All originals will be returned.

Physical Ability Testing – Passing Time (Four (4) Minutes)

The physical ability test consists of four laps (110 yards each lap). Each lap will include scaling a four (4) foot high wall, running up and down stair steps, trigger pull of an issued gun a multiple number of times in each hand, a small jump, change of direction and slalom course. At the end of the last lap, applicants are required to lift eighty (80) pounds above the waist and carry approximately twenty (20) yards. Applicants failing to complete the physical ability test will not be eligible to continue with the hiring process.

Written Exam

Only those applicants who have passed the physical ability test will be allowed to take the written exam. The written exam consists of four sections: mathematics, reading comprehension, grammar and incident report writing. Applicants must score a minimum of 70% correct answers from each section. Applicants scoring less than 70% on each section will be disqualified.

All applicants who meet the minimum qualifications listed above, pass the physical ability test and the written examination will be forwarded to the Sheriff's Office for consideration.

INTERVIEW & BACKGROUND PROCESS (This process could take up to six (6) months.):

The Sheriff's Office will perform an automated background check on all candidates. Candidates will then be contacted for an initial interview conducted by the Professional Standards Unit. A staff review of all applicants using the initial interview and automated background check information will be completed. Suitable candidates will continue in the process. A polygraph examination will be conducted on each applicant and successful applicants will continue. An in-depth background investigation will be conducted on each applicant and successful applicants will continue. A staff interview will be completed with each remaining applicant. A ranked list of applicants will then be provided to the Sheriff. The Sheriff will conduct an interview with each applicant and choose the applicants who will receive conditional offers of employment. Applicants receiving conditional offers of employment will complete a pre-employment physical/drug screen and psychological testing. Successful applicants will receive a final offer of employment. Applicants not selected by the Sheriff will be returned to the list of qualified applicants for consideration for future vacancies during the current hiring period. Applicants disqualified at any step of the process will be notified in writing and removed from the qualified applicant list. New applications will be required for each new hiring process.

For questions regarding the hiring, interview and background process, contact: Lieutenant Scott Askew, Shawnee County Sheriff's Office, (785) 368-2313.

MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE
Maximum Weight in Pounds

Men Maximum Weight (pounds)	Member's Height (Inches) (fractions rounded up to nearest whole inch)	Women Maximum Weight (pounds)
97	51	102
102	52	106
107	53	110
112	54	114
117	55	118
122	56	123
127	57	127
131	58	131
136	59	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216
236	79	222
241	80	227
246	81	233
251	82	239
256	83	245
261	84	251
266	85	257
271	86	263

Maximum Allowable Body Fat Percentages

	Age 17-39	Age 40-40+
Male	22%	23%
Female	33%	34%

**PLEASE TELL US WHERE YOU LEARNED ABOUT THIS
JOB OPPORTUNITY**

Newspaper

Human Resources

Shawnee County Website

Radio

KansasJobLink Website

Sheriff's Office Website

Walk In

Other _____