

# DUBUQUE COUNTY SHERIFF'S OFFICE

Dubuque County Civil Service Will Administer  
Competitive Exams for the Position of Dubuque  
County Deputy Sheriff

**WHEN:** ***ALL APPLICANTS MUST FIRST REPORT TO PT TESTING***

**November 19, 2022**

**SIGN IN: 7:00 am – 8:00 am @ UNIVERSITY OF DBQ**

Written testing & oral board interviews will begin when  
all candidates have concluded fitness testing. Only  
those passing the PT portion will take the written test.

**WHERE:**

**Physical Fitness Testing**

**UNIVERSITY OF DUBUQUE 8:00 AM START**

**Chlapaty Recreation & Wellness Center  
McCormick St, Dubuque, IA**

**Written POST Testing &  
Oral Board Interviews**

**DUBUQUE LAW ENFORCEMENT CENTER  
Immediately After Physical Fitness Testing  
770 Iowa St, Dubuque, IA**

**APPLY:**

Contact Kelly Otting at:

563-583-4789

[civilservice@dbqcosheriff.com](mailto:civilservice@dbqcosheriff.com)

[www.governmentjobs.com/  
careers/dubuquecounty](http://www.governmentjobs.com/careers/dubuquecounty)

Past applicants and those  
transferring scores will need to  
submit a new application.

**DEADLINE**

**Those Interested Must Apply No  
Later than FRIDAY, NOVEMBER 4th  
at the Sheriff's Office, 770 Iowa  
St, Dubuque.**

**STUDY GUIDES &  
PRACTICE TEST**

[www.applytoserve.com/Study/](http://www.applytoserve.com/Study/)

**ILEA MINIMUM  
STANDARDS**

People Passing Both the Written  
& PT Testing Must Also Meet the  
Minimum Standards Set Forth by  
the Iowa Law Enforcement  
Agency. Veterans Preference  
Points Available to Test Passers.

A Government-Issued ID Must be  
Presented on the Day of Testing.

## FREQUENTLY ASKED QUESTIONS

### **1. *What is the POST?***

The National Police Officer Selection Test (POST) is a basic skills test that helps agencies select the most qualified individuals. A passing POST score is required for admission to the Iowa Law Enforcement Academy. The post measures the four following items: Arithmetic, Reading Comprehension, Grammar, and Incident Report Writing. If a candidate fails a single section of the test, out of these four sections, it is considered a failing score on the whole test. **Most importantly, the POST is a TIMED test.** Each section is timed SEPARATELY, and you will NOT have an opportunity to return to a prior section once that timed section is complete. While the study guide and practice test for the POST are optional, they do provide a glimpse into the kind of questions that will be asked during the test.

### **2. *I tested for another department, can I transfer my scores?***

Yes! When you apply, the Civil Service Coordinator will submit your information to the testing agency who will then provide a record of any candidate who has tested within the last 12 months. On the day of the test, when you sign-in, you can tell the deputies at the sign-in desk that you wish to transfer your scores.

### **3. *What sections of the POST routinely cause candidates to fail?***

The Math section, hands down, is the main cause of test failure that we are seeing. While the questions are not complicated, the section is timed, which may be what is causing some people to fail. The testing agency provides on-line practice tests (for a fee) and study guides are available at the Sheriff's Office. If you were to Google POST test you will also find many resources, practice tests, and advice on taking the POST. It should also be noted, that an answer left blank is a wrong answer, so be mindful when time warnings are given.

### **4. *What can I expect during my civil service oral board interview?***

The interview is brief, but it does provide the applicant with an opportunity to highlight their attributes and explain why they would be a great addition to our organization. This interview is scored and is a contributing factor, along with the written test score, in determining who makes the Top 10 on the Civil Service List. We have several current employees who did not have the highest test score but came to the oral board interview with confidence and the ability to sell themselves to our panel. This allowed these individuals to maneuver themselves into the Top 10, which positioned them to be hired.

### **5. *How do I know if I made it onto the Top 10 List?***

Following the written test and oral board interview, the scores are combined, the numerical value is used to determine who makes the Top 10. We are required by law to hire from within the Top 10. Keep in mind, there are three Top 10 list that we keep depending upon the male to female inmate to deputy ratio in the Jail. This means we have a female Top 10, a male Top 10, and an overall Top 10 List. The overall Top 10 is used when the position to be filled is not gender specific, whereas the other two lists are for gender specific hiring. Once these Top 10 lists are compiled and certified, we will contact you via U.S. Mail to let you know where you fall on the lists.

### **6. *I made it onto the Top 10 List, but I haven't heard anything from the Sheriff...now what?***

Now is the waiting game. As with any other business, we can only hire when we have openings. Once an opening comes available, we can hire anyone within the Top 10. This means if you are number 8 on the list and we think you would be the best fit for our agency, we can give you an offer. We are not

required to take individuals in the listed order. After a person is hired or declines an offer from us, they are removed from the Top 10 list. Once a person is removed from the list, another will be added. For example, number 11 on the list would move into the number 10 spot. So, just because you did not make the Top 10 right away does not mean you will not eventually make it there.

7. ***Do you have any immediate openings?***

**YES!!** Given the size of the Sheriff's Office, it is common for us to hire 4 or more people each year.

8. ***Do I have to sign an employment contract?***

Yes, we do have an employment contract for newly hired deputies that require academy training. This contract is a four-year pro-rated contract that protects the county if a deputy elects to leave our department within four years of the Sheriff's Office sponsoring their attendance at the Iowa Law Enforcement Academy. The four years is based upon your graduation date from the academy. Anyone leaving four or more years *after* graduation owes us nothing. Individuals who leave *prior* to the four-year mark are required to reimburse the Sheriff's Office a pro-rated amount to reimburse us for your academy costs.

9. ***Where do I begin my career with the Sheriff's Office?***

All new employees begin their career here as a deputy in the Jail Division. As positions come open in the Road Patrol Division or Civil Division, deputies can apply for those positions. The Jail, however, is a great place for our deputies to start. People often learn the critical skills of communication and conflict resolution in the Jail. These skills serve our deputies well in other divisions, and often make them more effective when dealing with difficult people.

10. ***How hard is the physical fitness test?***

The physical fitness test has three components: push-ups, sit-ups, and running. Every year we have applicants who fail the test. Many of the individuals who failed the test, only started training for the test a mere week or two prior to the test date. **The running component seems to cause the most test failures.** Although the run is only 1.5 miles, you should find a training program to help ensure your success. Keep in mind there are only short breaks between each component. The run is conducted last, so sometimes a person is already winded prior to the run even starting. This test is scored as "Pass" or "Fail". If weather allows, the running portion will take place outside. Below please find a link to the ILEA Physical Fitness Standards.

<https://ileatraining.org/files/DDF/Form-PTStandards.pdf>

*EMPLOYMENT AS A DUBUQUE COUNTY DEPUTY SHERIFF*

**RESIDENCY:** Per the Minimum Standards of the Dubuque County Civil Service Commission, an applicant must reside within the County of Dubuque within 60 days of hire and agree to maintain such residency during the duration of employment.

**SALARY and BENEFITS as of 7/1/22:**

<u>Hourly Entry Rate</u>	<u>After 6 mos.</u>	<u>1 year</u>	<u>2 years</u>	<u>3 years</u>
\$29.03	\$29.93	\$30.78	\$34.24	\$37.69

HOLIDAYS: 13 Paid Holidays

PERSONAL DAYS: Four per year July 1 – June 30.

SICK LEAVE: Earn 16 hours each month. Maximum accumulation 1400 hours.

INSURANCE: Single or family medical, dental, eye and prescription drug.

VACATION: 1 week after 1 year                      4 weeks after 10 years  
2 weeks after 2 years                      5 weeks after 20 years  
3 weeks after 5 years

MISC:

- Retirement Savings through Social Security and the Iowa Public Employee Retirement System
- \$25,000 Accidental Death and Disability Policy, \$25,000 Term Life Insurance Policy; Long Term Disability Coverage
- Longevity Pay, Uniform, Leather Gear and Equipment also provided.
- Wellness Days
- Education Reimbursement
- State of the Art Equipment
- Low Insurance Costs, Low Deductibles
- Employee Gym Available in Law Center
- Sick Time Payout at Retirement
- Compensation Time for Participation in Approved Running/Biking Events
- Flexible Spending
- Rotating Shifts/Days Off to Allow for Weekends Off for All Employees
- Shift Differential for Second and Third Shift