

**SELECTION PROCESS TIMETABLE
SCOTT COUNTY DEPUTY SHERIFF RECRUITMENT**

PLEASE READ CAREFULLY AND KEEP FOR REFERENCE

Listed here is the general timetable of the recruitment process.
Reference only – subject to change. When an official
announcement is made, official information and real dates will be
in effect.

Process Begins: Application packets available for the position of Deputy Sheriff.
Packets include:
a. Required documents notification
b. Physical standards for Scott County Deputy Sheriffs

3-4 weeks later: All applications must be completed online at
<http://www.scottcountyiowa.com/hr>
NO LATER THAN time posted on Deadline Date
Late applications will not be accepted.

Another 3-4 weeks: **ALL APPLICANTS MUST ARRIVE BY time posted**
Both tests will be held on a given date. The physical agility test
will begin at given date, time and location. All applicants wishing
further consideration must report to this test. **No further
notification will be given.**

The written examination will be administered after the physical
agility test at given date, time and location. Please be prompt, as
no applicants will be admitted after instructions have begun.

**Applicants must bring picture identification with them to all
examinations.**

The top candidates, based on written test scores, a passing grade on the physical agility
test and polygraph results will be notified by mail to report for an oral interview.

REQUIRED DOCUMENTS NOTIFICATION

Those who score in the top group on the written test, and pass the physical agility test, will be required to provide the following documents to Scott County Human Resources, Scott County Administrative Center, 600 W. 4th St., 6th Floor, Davenport, Iowa.

IMPORTANT: Please get these materials ready well in advance, since there will NOT be enough time to get the material together after you are notified of the test results. The documents required for background checks are:

- a. Copy of high school transcript and diploma. Copies can be obtained from the school from which you graduated. If you have a GED, obtain a transcript from the school you last attended.
- b. Copy of college transcripts. This can be obtained from the Registrar at each college you attended.
- c. Copy of military discharge paper, DD214. This can be obtained from the County Recorder where it was filed or through the Veterans Administration in your area.
- d. Copy of your driving record. Copies can be obtained by contacting your local Driver's License station or from the Driver's License Bureau in your state capital.
- e. Copy of your birth certificate or baptismal record. This can be obtained from the County Recorder in the county in which you were born, or from the Bureau of Vital Statistics in the state capital of the state in which you were born.
- f. On a separate sheet of paper, provide us with the names, addresses and phone numbers of the following:
 - 3 personal friends
 - 1 long-time family friend
 - 1 employer/teacher/coach or professor