

**POSITION ANNOUNCEMENT**  
**DEPUTY BAILIFF / PROCESS SERVER / PRISONER TRANSPORT**  
**ST CHARLES COUNTY SHERIFF'S DEPARTMENT**  
**Testing to establish a new eligibility list**

These are full-time, 40-hour week positions including a full range of paid benefits consisting of Paid Time Off, Extended Medical Leave, holidays, tuition reimbursement and employee health, dental, life, disability and retirement programs.

**JOB DESCRIPTION:**

**Deputy Bailiff: Pay Grade 206; Starting Salary \$44,710 per year**

Ensures the safety and security of the court judge, court officers, the general public and prisoners. Ensures that all jurors, judge(s), attorneys and defendants are in the courtroom at trial time. Takes convicted criminals into custody and transports them to a holding cell awaiting transfer to the detention center and ensures their safety.

**Deputy Process Server: Pay Grade 206; Starting Salary \$44,710 per year**

Serves court documents including subpoenas, ex-parte orders, summons, juvenile summons, garnishments, citations, and eviction notices to individuals and businesses. Prepares written record related to court document service. Plans, organizes and executes daily field activities. Prepares daily activity reports. Testifies as court witness.

**Deputy Prisoner Transport: Pay Grade 208; Starting Salary \$51,668 per year**

Plans and implements prisoner transport from the jail to the courthouse. Provides courtroom security and surveillance during potentially volatile courtroom situations. Intervenes in altercations, separates irate individuals and may search courtroom participants. Plans and implements prisoner transport from and to other jurisdictions and facilities.

**REQUIREMENTS:** Must be Class A certified under Missouri Peace Officers Standards and Training (P.O.S.T.) according to RSMO 590 prior to appointment (or those enrolled in an academy may apply if they are within 90 days of graduation). Must have a valid Driver's License, satisfactory driving record and be free from (and have no pending) felony convictions, or misdemeanor convictions related to domestic violence. High school graduation or equivalent required. Associate's Degree in Criminal Justice or related field preferred. Requires courteous, effective oral and written communication skills sometimes under adverse conditions. Considerable skill in the operation of law enforcement equipment including firearms. Considerable knowledge of federal, state, and local laws as they pertain to law enforcement.

**EXAMINATION COMPONENTS:** Written examination, evaluation of information submitted in response to the Addendum, structured oral interview, drug screen, background investigation, and psychological evaluation (waived for current County employees who have previously taken this exam). All applicants meeting minimum requirements will take a written examination. The written test score will be tabulated and the addendum information evaluated. The oral examination score will then be added to determine the applicants' final rating. This final rating will determine the applicants standing on the eligibility list.

**ELIGIBILITY LISTS:** Candidates must pass all examinations and meet all qualifications to be added to the eligibility list. Each eligibility will be good for one year unless the qualifications or examination procedures are changed. Vacancies occurring within 120 calendar days following the date on which names are added to the eligible list will not be posted. Applicants with highest combined rankings on the examination components will be considered first. Candidates placed on the list who, later, as a result of the background investigation are found to have employment or character histories which are incompatible with the high standards expected of County deputies may, following notification to the candidate, be removed from the eligibility list.

**TO APPLY:** All applications must be submitted through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second Street, Room 522, St. Charles, MO 63301, Monday through Friday from 8:00 AM- 5:00 PM.

**To assure consideration, applications must be submitted by Thursday, March 22, 2018 and all applicants must complete testing. \*Please call 636-949-7320 x7198 by Friday, March 23, 2018 to reserve a spot for testing.\***

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.

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DptyBail-ProcServ-PrisTran - Feb 2018 | Posted 2/22/2018 | Pay Grade 206;208

February 22, 2018

We will be testing to create a new Eligibility List for **Deputy Bailiff / Process Server / Prisoner Transport** on **March 26<sup>th</sup> and 27<sup>th</sup> 2018** (written exam), and **March 28<sup>th</sup> and 29<sup>th</sup> 2018** for physical agility testing. This is the initial stage for updating our eligibility list from which to refer qualified candidates for current and future openings. **This list will be good until April 2019 unless the process is updated or altered.**

The components in the selection process include a written examination, a physical agility test, addendum documents, and a structured oral exam. The final selection process includes a psychological test, polygraph test, drug screening and a background investigation.

**Each applicant must contact the HR Dept. at 636-949-7320 x 7198 by Friday, March 23, 2018 at NOON to sign up for the Written Exam and Physical Agility testing.** If we do not hear from you, we will assume you are no longer interested in these positions.

**Please review the requirements and deadlines for each portion of the testing process carefully to ensure consideration.**

**Deadline to submit the following four documents: March 22, 2018.**

1. A complete and updated online application. (No paper applications accepted)
2. Copy of graduation certificate from Academy. Must have completed 600+ hours of basic police academy training. If presently attending Academy, you may participate if your graduation date is within 90 days.
3. Copy of High School Diploma or equivalent. (Include HS phone # and address)
4. MO POST certificate (If you have not graduated from the academy yet, you may submit this documentation when you graduate.)

If you are not sure your certification is still active (retired or out of police work for 5+ years), or if you have received your certification in another state, please call the Missouri Department of Public Safety at 573-751-4905 to ensure that you are eligible for this position or to find out what you have to do to become certified.

#### **WRITTEN TESTING:**

The written test will be administered on the following dates at **St. Charles County Administration Building, 201 N. Second Street, Room 542, St. Charles, MO 63301.**

**Monday, March 26, 2018 — 9:00 a.m.**  
**Tuesday, March 27 2018 — 1:00 p.m.**

**Please call 636-949-7320 by March 23, 2018 at NOON** to sign up for a testing date. Candidates must achieve a score of 70 out of 100 on the written test to proceed in the process. The written exam consists of 100 multiple choice questions with a 2 hour 30 minute time limit.

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**PHYSICAL AGILITY: Deadline for registration is March 23, 2018 at NOON** (The Medical Clearance form must be submitted at the time of testing.)

Required:

1. Valid picture identification
2. Medical Clearance form signed by physician. ***All candidates will be required to bring the Medical Clearance Form to the Physical Test. It must be signed by your doctor within the last 30 days. No one will be allowed to take the physical agility test without this form***

Dates: **Wednesday, March 28, 2018 — 9:00 a.m.**  
**Thursday, March 29, 2018 — 9:00 a.m.**

Location: **Boys and Girls Club of St. Charles**  
**1211 Lindenwood Avenue**  
**St. Charles, MO 63301**

**\*The Medical Clearance form must be provided at the time of physical agility testing.\***

PREPARATIONS FOR PHYSICAL AGILITY TEST:

For best performance, you should have adequate rest during the days preceding the test.

CLOTHING: Long sleeve sweat shirt, sweat pants and tennis shoes. It is wise to wear a long sleeve shirt and pants that cover the knees. This will protect you from floor burns.

REVIEW: Be familiar with the test by reviewing the components of the Physical Agility Test found on the back of the Disclaimer Form.

EXERCISE: You should refrain from tiring exercise for at least two days prior to taking the Physical Agility Test. Light activity is recommended.

EATING: The developers of the Physical Agility Test recommend a diet relatively high in nutritional carbohydrates (cereals, potatoes, bread, pancakes, etc.) for two to three days prior to testing. The pre-test meal should be chiefly of carbohydrates and should precede the test by approximately two (2) hours.

Candidates that have satisfactorily completed the Physical Agility and the Written Exam will be considered to move on to the next selection process, the Oral Interview.

**(See following page for Addendum requirements)**

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**ADDENDUM:**

**Addendum to application for position of: Deputy Bailiff / Process Server / Prisoner Transport**  
Deadline for document submittal is **April 5, 2018.**

St. Charles County anticipates a highly competitive process for the few vacancies that are anticipated. We are interested in hiring only the best possible candidates for these important positions. While we will be looking for candidates that excel on the standardized written test and physical agility tests and during the structured oral interview, we also feel that it is important to give credit to those applicants who have highly successful work histories, academic records, and relevant special training. Copies of certificates are not required at this time, only a detailed list as requested.

**For those applicants with prior peace officer experience (two years or more):**

- Letters of reference from two professional peace officers (other than County Sheriff's Dept. employees) with whom you have worked. Letters should address your level of performance and your relationships with peers, supervisors, and the general public.
- **A listing** of all formal training received in the past 24 months. List should include training titles, hours and dates.
- **A listing** of all formal commendations, honors, or awards received in the past 5 years. List should include titles and dates.
- A copy of the last 2 performance evaluations that you have received. If you have not been a peace officer long enough to have had 2 performance evaluations, please submit final grade report from your academy.
- **A listing** of special assignments (DARE Officer, Traffic, or SWAT member, Detective Bureau, etc.) that you have been given during your law enforcement career.
- A typed (or neatly written) statement of at least three paragraphs explaining what you think distinguishes outstanding performance in a peace officer position from performance that might be acceptable.

**For those applicants with no prior peace officer experience (less than two years):**

- Grade report (or similar document) from your police academy showing your class standing, your grades, commendations and awards, etc.
- Letters of reference from two peace officers, or instructors regarding your level of performance as a peace officer or a student, and your relationships with your peers, supervisors or instructors, etc.
- A typed (or neatly written) statement explaining any prior work or educational experiences that you feel will help you excel if you are hired as a Deputy- Bailiff/In-House Officer/Process Server/Prisoner Transport.
- A typed (or neatly written) statement of at least three paragraphs explaining what you think distinguishes outstanding performance in a peace officer position from performance that might be acceptable.

**Information listed above must be received by April 5, 2018.** References should be sent directly to the HR Department (rather than indirectly through the candidates). All material should include the applicants name to assure that it is credited properly. **All material should be sent or delivered to:**

**St. Charles County Human Resources Dept.  
201 No. Second Street, Suite 522, St. Charles, MO 63301**

Should there be questions, please call the HR Department at 636-949-7320 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

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**APPLICANT DISCLAIMER AND MEDICAL CLEARANCE FOR PARTICIPATION  
ST. CHARLES COUNTY  
PRE-EMPLOYMENT PHYSICAL AGILITY TEST**

**APPLICANT DISCLAIMER**

I, the undersigned, agree to hold St. Charles County, entities thereof, all other agencies, and the administrators of the physical fitness pre-employment test **free and harmless** from any injuries of physical problems which I might incur as a result of performing or participating in the physical agility portion of the employment procedure, which is part of the process to qualify myself for potential employment as a law enforcement officer with St. Charles County.

This test is known to me as "The PQ Tests for Law Enforcement Candidates" and is validated and scored by the American Physical Qualification Testing Corporation.

I further believe that from knowing my own physical abilities and limitations, and that unprepared strenuous physical exertion can have serious complications, and after having an absolute understanding of the battery of tests which I am to take, that I am capable of involvement in this portion of the hiring process.

Furthermore my personal medical doctor, after reviewing the different physical qualification tests involved, a copy of which is printed on the back of this form, has been brought to his/her attention, gives his/her approval of my ability to participate in the required testing, which has a two hour time limit.

\_\_\_\_\_  
Candidate's Printed Name                      Signature                      Date

**MEDICAL CLEARANCE**

I have reviewed the different physical qualifications tests involved, (which are printed on the back of this form) and understand these four PQ tests must be completed within a two hour time limit. Based upon this information, and my assessment of the applicant's state of health, I believe that the applicant can safely participate in the Physical Agility Test.

\_\_\_\_\_  
Printed Name/Title                      Signature                      Date  
Candidate's Medical Doctor

\_\_\_\_\_  
Doctor's Address : Street, City, State, Zip Code

## **THE PQ TESTS FOR POLICE CANDIDATES**

Developed by PHYSICAL STANDARDS RESEARCH FOUNDATION, the PQ Tests have been designed to determine which job applicants have the physical abilities necessary to perform certain representative emergency tasks required of police officers.

The PQ Tests are a battery of four physical qualification tests.

**PQ Test #1 --- Backyard Pursuit Test** A timed run over an obstacle course involving running, dodging, vaulting, jumping and crawling. You must run the complete course 3 times. Total distance for the three laps is 225 yards.

1. Vault over 46" box
2. Jump 6' ditch
3. Crawl under 18" high 6' long obstacle

**PO Test #2 --- Stretcher Carry Test** A timed test of ability to carry a loaded stretcher up and down stairs. Total time 45 seconds.

1. Carry 2 50-lb. dumbbells up 10 steps.
2. Back down steps slowly.
3. Repeat step 1
4. Turn, and walk down steps slowly
5. If 45 seconds hasn't elapsed, stand and hold dumbbells at side until time has elapsed.

**PQ Test #3 --- Emergency Lift and Drag Test** A timed test to determine the candidate's ability to run to a limp body and carefully lift and drag the body 60'.

1. Run 60' to limp body.
2. Grip victim under arms and drag the body 60'.

**PQ Test #4 --- Pursuit Run Test** A timed test to determine the candidate's ability to pursue a fleeing person, with only one change of direction. Test of speed and cardio-respiratory endurance. Total distance 300 yards.

1. Run 150 yards, run around cone and return 150 yards.

**All four of the tests must be completed within a 2 hour time limit.**

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**DEPUTY BAILIFF /PROCESS SERVER /PRISONER  
TRANSPORT**  
St. Charles County Sheriff's Department

Testing to update eligibility list

**WRITTEN EXAM**

**Dates:** Monday, March 26, 2018 — 9:00 a.m.  
Tuesday, March 27, 2018 — 1:00 p.m.

**Location:** St. Charles County Administration Building  
201 N. Second Street, Room 542  
St. Charles MO 63301

**PHYSICAL AGILITY TEST**

**Dates:** Wednesday, March 28, 2018 - 9:00 a.m.  
Thursday, March 29, 2018 - 9:00 a.m.

**Location:** Boys and Girls Club of St. Charles (Gymnasium – go to the far left side of the building for access. Doors should be open by 8:15 a.m.)  
  
1211 Lindenwood Avenue  
St. Charles, MO 63301

**TO APPLY:** All applicants interested in testing must apply on line at <http://hr.sccmo.org/hr/>. To assure consideration, **applications must be received by March 22, 2018**. Your required forms will be sent by e-mail after you apply or you may select the links on the employment page of our website. **Please call 636-949-7320 x 7198 by March 23, 2018 at NOON to sign up for the written exam and physical agility testing.** All Academy attendees who will graduate on or prior to July 12, 2018 are eligible to test; however, candidates must meet all qualifications prior to hire.

**All applicants must have our medical form signed by a physician prior to taking the physical agility test. Please bring this form the day of the physical agility test.**

Please send a copy of P.O.S.T. certificate, academy certificate, and high school or college diploma to: St. Charles County HR Department, 201 N. Second Street, Rm. 522, St. Charles, MO. 63301, Monday through Friday from 8:00 AM - 5:00 PM. **Addendum documents due by April 5, 2018.**

Applicants that successfully complete both the written and physical exams will move on to the next phase, the oral interview.

Please call the Job Hotline at 636-949-7320 or check our website at <http://hr.sccmo.org/hr/> to learn of other employment opportunities and/or to check the status of other vacancies for which you have applied. This service is available 24 hours a day.

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