

LEGAL NOTICE  
CIVIL SERVICE COMMISSION  
WOODBURY COUNTY, IOWA  
(341a Code of Iowa)

**GENERAL QUALIFICATIONS – Read thoroughly, failure to provide documentation may result in not being able to participate in testing process.**

Applicant must be a United States citizen, able to speak, read and write the English language. Applicants must be between the ages of eighteen and sixty. **APPLICANTS must be able to furnish: Current Iowa Driver's License - Hold a valid Iowa driver's license\*; \*As referenced in Iowa Administrative Code 2.1(3), Railway special agents who are approved by the commissioner of public safety as special agents of the department and officers who are allowed to reside in an adjacent state shall be required to possess a valid driver's or chauffeur's license of the state of residence of the officer, birth certificate, military discharge papers, high school diploma (or equivalency) and a copy of a valid driver's license. These items must accompany the application.**

All applicants, other than lateral transfers, must pass the physical exam (if you have passed a physical exam within 30 days of testing, a letter from that Agency will qualify as long as they provide scores of the tests) and written exam. All applicants, lateral transfers included, must pass the oral exam, back-ground check and must be finger printed. Applicants will be tested solely on merit, efficiency and fitness, which shall be ascertained by open competitive examinations and impartial investigations as provided by Section 341 a.8 of the Code of Iowa. Full details of qualifications are not set out herein, physical agility requirements along with additional minimum requirements may be found on the ILEA website.

<https://ilea.iowa.gov/agencies/basic-academy/pt-standards>

Lateral transfers will be accepted provided the candidate is with 12 months of separation from service. **The application must clearly state Lateral Transfer.**

For more information, consult the Personnel Director for the Civil Service Commission at 712-251-9302.

Applications may be obtained online at: <https://www.woodburycountyiowa.gov/departments/human-resources>.

**FILING**

**Applicants must include a cover letter stating their name, address, social security number, driver's license number, email and valid phone number along with a signed application and required documents by mailing them to the Civil Service Commission for Deputy Sheriff, % Human Resources, 620 Douglas, 7th<sup>st</sup> Floor, Sioux City 51101, postmarked NO LATER THAN Tuesday May 21, 2025 by 4:30pm or by delivering the application to the address listed above by 4:30pm. Sealed envelopes must be marked Civil Service Application enclosed.**

**TESTING DATE – PHYSICAL AGILITY AND WRITTEN EXAM (Does not pertain to lateral transfers).** The physical agility and written test will be held on **Saturday May 31, 2025, beginning at 8AM** at the WITCC Robert E. Dunker Center, 4647 Stone Ave., Sioux City. Testing to immediately follow at the Sheriff's Conference and Training Center - 1600 County Home Road, Sioux City, Iowa.

*Unless you are a lateral transfer,* you will be required to pass all parts of the physical agility test to move onto the written test examination. Each candidate will be notified in writing upon passage of the written examination. Each eligible candidate will be contacted via writing to schedule an oral examination. You must bring a valid ID to enter both parts of the test. You will not receive any communication in regards as a reminder of the testing date.

DATED: April 21, 2025

BY THE ORDER OF THE WOODBURY COUNTY CIVIL SERVICE COMMISSION FOR DEPUTY SHERIFFS