



Sheriff Jeff Spencer

# Mercer County Sheriff's Office

802 E Main St.  
Princeton, MO.64673  
(660) 748-3165

## APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with the Mercer County Sheriff's Office.

Attached you will find an application for completion. Please ensure all questions are answered, those questions that do not apply to this position you are seeking should be marked N/A (non-applicable).

**ALL APPLICATIONS NEED TO BE COMPLETED IN FULL, WITH ALL REQUESTED DOCUMENTS SUBMITTED AND ATTACHED.**

**(Deputy Position)** All applicants must possess a high school diploma or equivalent, possess a Missouri P.O.S.T. license and be at least 21 years of age.

**(Civilian Administrative Position)** All applicants must possess a high school diploma or equivalent and be at least 21 years of age.

All full-time employees receive benefits to include health insurance, dental insurance, life insurance, retirement plans and Personal Time Off (PTO). Employees may add dependents to insurance coverage at an additional charge. Upon completion of your application, you will be notified of an interview date. The Hiring process shall include a background investigation and reference check.

Applications will remain on file for a period of one year. We at the Mercer County Sheriff's Office once again would like to thank you for your interest in employment with our agency. We look forward to seeing you in the future as the application process takes place.

Good Luck,

A handwritten signature in black ink, appearing to read "Jeff Spencer", with a long horizontal line extending to the right.

Sheriff Jeff Spencer

## **JOB DESCRIPTION: Deputy Sheriff**

Works under the direction of the Sheriff or Chief Deputy

### **RESPONSIBILITIES**

1. To enforce the State Statutes of Missouri and Municipal laws of the City of Princeton
2. Investigate complaints, criminal incidents and complete reports
3. Maintain County assigned vehicles and equipment in good working order
4. Additional duties as assigned by the Sheriff and Chief Deputy

### **MINIMUM REQUIREMENTS**

1. Must be 21 years of age
2. High School Diploma or equivalent
3. Must have a valid Missouri P.O.S.T. Certificate
4. Must be a US Citizen

### **RESIDENCY**

As a County employee, Deputies are encouraged to live within the County of Mercer. At the discretion of the Sheriff, Deputies may be allowed to live outside the County. The Sheriff and Chief Deputy will take into consideration distance involved and the number of Deputies currently living outside the County.

## **JOB DESCRIPTION: Sheriff's Administrative Assistant**

Works under the direction of the Sheriff or Chief Deputy

### **RESPONSIBILITIES**

1. Maintain all office equipment (printers, fax machines, ink cartridges, etc)
2. Maintain and keep all budgeting records, incoming and outgoing funds
3. Responsible for maintaining all Deputy Sheriff Supplemental Salary Funds (DSSSF)
4. Responsible for all CCW registrations
5. Responsible for all Missouri Sex Offender Registrations
6. Oversee Outstanding Jail Debt
7. Organizing, Filing and Record keeping as necessary

### **MINIMUM REQUIREMENTS**

1. Must be 21 years of age
2. Must have a high school diploma or equivalent
3. Must be a US Citizen
4. Must have previous Office Experience
5. Must have Computer knowledge (Word, Excell, Power Point, Google Doc's etc)
6. Customer Service Experience

### **RESIDENCY**

The Sheriff does not require this position to live within Mercer County.

## PERSONAL DATA

***(Application must be hand printed in black ink)***

The Mercer County Sheriff's Office is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief or disability that does not prohibit performance of essential job functions.

Date of Application: Position Seeking \_\_\_\_\_

Name: Last, First Middle: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Do you have the right to work in the United States? ( ) YES ( ) NO

Do you possess a valid Driver's License? ( ) YES ( ) NO State \_\_\_\_\_ DL# \_\_\_\_\_

Starting with your present address, list all addresses where you have lived in the past 3 years, including all Military Posts'

From to Address City/County State/zip codes


Can you perform shift work, work weekends, holidays, varying hours during inclement weather? ( ) YES ( ) NO

Check the box indicating your highest education level: (Check all that are applicable, attach copies)

- |                      |                         |                                    |
|----------------------|-------------------------|------------------------------------|
| ( ) GED certificate  | ( ) High School Diploma | ( ) Associated Degree              |
| ( ) Bachelors Degree | ( ) Graduate Degree     | ( ) Technical or Vocational School |

## EMPLOYMENT HISTORY

List your employment history below. This includes time spent in the military and school, beginning with the most recent employer: (Last 3 years only, starting with most recent)

1. EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ YOUR TITLE/JOB: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

2. EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ YOUR TITLE/JOB: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

3. EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ YOUR TITLE/JOB: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

## MILITARY SERVICE

Have you served in the Armed Forces? ( ) YES ( ) NO

Describe your Military Service:

1. Branch: \_\_\_\_\_ Rank: \_\_\_\_\_
2. Dates of Service: \_\_\_\_\_ Discharge Type: \_\_\_\_\_  
(Provide Copy of Discharge Papers)
3. What was your military occupation / training? \_\_\_\_\_
4. List your military schools and training:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Were you ever subject to Court Marshall or disciplinary action while in the Military?  
( ) YES ( ) NO If yes please explain in detail:  
\_\_\_\_\_  
\_\_\_\_\_
6. List your awards and medals: \_\_\_\_\_  
\_\_\_\_\_

## ARREST / CONVICTIONS

Have you ever plead guilty to or been found guilty of any felony, misdemeanor, and or ordinance violation? Include traffic violations: ( ) YES ( ) NO If yes describe in detail, Date and Disposition:

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## REFERENCES

List 3-character references (not relatives or in-laws) who have known your for at least 3 years:

1. Name / Phone: \_\_\_\_\_

Address / Work: \_\_\_\_\_

Occupation: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

2. Name / Phone: \_\_\_\_\_

Address / Work: \_\_\_\_\_

Occupation: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

3. Name / Phone: \_\_\_\_\_

Address / Work: \_\_\_\_\_

Occupation: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Do you have any relatives employed by the County of Mercer or the Mercer County Sheriff's Office? ☐ YES ☐ NO If yes please explain: \_\_\_\_\_

Have you ever been employed by the County of Mercer? ☐ YES ☐ NO If yes please explain: \_\_\_\_\_

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If the County request, are you willing to take a pre-employment drug screening?  
☐ YES ☐ NO

## LAW ENFORCEMENT TRAINING AND EXPERIENCE

Are you a current P.O.S.T. certificate holder? ☐ YES ☐ NO

Missouri P.O.S.T. License # : \_\_\_\_\_

List Law Enforcement Trainings and Seminars: Attach additional if necessary:

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Have you ever worked as a Police Officer, Police Reserve Officer, Deputy Sheriff, Dispatcher, or in any other capacity related to Law Enforcement? ☐ YES ☐ NO If yes please explain in what capacity, positions and assignments, including dates and locations. Attach additional sheets if necessary: \_\_\_\_\_

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Were you ever disciplined as a police officer or law enforcement employee?  
☐ YES ☐ NO If yes please explain: \_\_\_\_\_

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List any awards or accommodations you received in law enforcement or related functions:

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Have you ever applied for a position in Law Enforcement prior to this? (Please include all current and past applications that are in process). ☐ YES ☐ NO

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## REQUIRED DOCUMENTS

1. Copy of Birth Certificate
2. Copies of all training certifications and degrees declared, including P.O.S.T. certificate,
3. Copy of high school diploma or equivalent
4. Copy of current, unexpired driver's license
5. Military DD214 if applicable

Please attach any other documentation you feel will assist you in this process: