

Notice of Examinations

The Shelby County Law Enforcement Personnel Board for Shelby County, Alabama, holds quarterly examinations for **Deputy Sheriff and Corrections Officer** for the Shelby County (AL) Sheriff's Office. Examinations for **Administrative/Clerical/Support Services** are held when requested by the Sheriff's Office.

Purpose: to fill current and/or future vacancies in the Shelby County Sheriff's Office

Salaries: see current pay scale posted on <http://shelbylepb.com> and <http://shelbyso.com>

Fringe Benefits Include: Group medical insurance, pension plan, paid vacation, holidays, sick leave, and other types of leave; job security; educational and/or fitness incentives for those who qualify

Examination Dates: Deputy/C.O.: **Fridays** Feb., May, Aug., and Nov. except after T'giving; Clerical as needed

Examination Times: Deputy at 8:45 a.m., C.O. at 12:45 p.m.; Admin/Clerical/Support Svcs. 8:45 a.m.

Examination Location: Shelby County Sheriff's Office Training Center, 543 McDow Road, Columbiana, AL

35051, last building on the left at north end of McDow Road; arrive **30 minutes early** to complete paperwork

Application DEADLINE: **Apply ONLINE no later than 4:00 p.m. the last Friday of the month prior to a month in which exams are held**

Application and Testing Procedure

TO APPLY ONLINE, go to the SCLEPB's website: <http://shelbylepb.com>, and read all instructions.

Applicants **must have an email address** and apply **ONLINE**. Paper applications are no longer accepted.

MANDATORY: a **notarized Applicant Statement and Authorization to Release Information** form signed in front of a Notary Public, and a **Background Investigation Authorization** form; blanks of both forms will be available at exams. A Notary will be present to notarize Applicant Statements at no charge. (To save time on exam day, you may print the forms from either website, date with your test date, and complete in advance except for signatures.) Two tests in one day require only one of each form. You must show a valid driver license to test.

The Sheriff's Office will notify selected qualified applicants of PT, etc., at a later date after background checks. **Deputy and C.O. exams are held quarterly, but you may take each only ONCE per year. Be sure you are able to pass the fitness test for the job classification (or 35-words-per-minute keyboard test for Clerical applicants) before initial exam. NO children or pets are allowed at examinations, physical tests, interviews, etc.**

Age requirements: 20 to test for Deputy, 21 to be hired; 18 to test for C.O., 19 to be hired; 19 test/hire for Clerical

Education: applicants must be High School graduates or have a G.E.D. in order to test for any/all classifications

Other: Deputy/C.O. applicants must pass mandated parts of APOSTC fitness test (requirements available in LEPB office or online); Clerical applicants must pass a keyboard test; **ALL** applicants must be USA citizens and pass a background investigation, interviews, personality inventory, polygraph, doctor's physical, drug screen prior to appointment; Deputy applicants shall be required to meet State Minimum Standards for Law Enforcement Officers, and be able to complete State standard minimum training requirements after initial hiring

Job Duties: For job descriptions of all open-examination classifications, see <http://shelbylepb.com>, Job Opportunities, or <http://shelbyso.com>, Career Opportunities; also available in the SCLEPB office

You may contact the LEPB office at 205-670-6121 with questions concerning the testing/hiring process.

An Equal Opportunity Employer

The Shelby County Law Enforcement Personnel Board provides a public personnel system based on merit principles. It strives for the constant improvement to the public service by employing and developing the best-qualified people available. Every applicant is rated solely on ability, regardless of race, color, religion, gender, national origin, age, marital status, veteran status, disability, or any other legally-protected status.