



MARION COUNTY

SHERIFF'S OFFICE

RECRUITMENT AND SELECTION PROCESS

Thank you for your interest in employment with the Marion County Sheriff's Office. The following information is provided in an effort to acquaint you with our hiring process. The process is both thorough and rigorous. A number of the steps in our process are required by Florida Department of Law Enforcement (FDLE) standards. The MCSO works diligently to complete the process in the quickest and most efficient time frame possible. The speed of the process also depends upon the responsiveness of the applicant completing their requirements during the process. Your full cooperation and patience throughout this process is greatly appreciated.

The process begins with our receipt of a completed application. We receive a large volume of applications per day and request that you do not call our office to check on the status of your application unless you have a critical question. Your NeoGov account through our career website at marionso.com will give you the current status of your application in the process. If you are not being considered for employment, you will be notified in writing via email and/or U.S. Mail.

RECRUITMENT STEPS

- **Submission of an official and complete application including the honesty certification.**
- **Minimum qualifications review**
- **Finger Printing (FDLE LiveScan)**
- **Job Specific Abilities Testing: PAT & Firearms for Sworn positions; typing/Key Boarding-Admin/Support Positions**
- **Senior Staff Formal Interview Panel**
- **Background Investigation & Neighborhood Check**
- **Conditional Offer of Employment**
- **Polygraph Examination**
- **Medical Exam, EKG & Drug Screen, Psychological Exam – Deputies**
- **Chief Deputy/Sheriff Interviews**
- **Final Offer of Employment**

Be advised that certain steps may be concluded before or after others and not necessarily in this exact sequence. This is done to facilitate efficiencies, applicant and clinic schedules and processing time.

Detailed Information - Recruitment Steps

Minimum qualifications review- a detailed assessment is made of each applicant's qualifications related to the requirements of the position for which they have applied to see if all minimum requirements are met and how many preferred qualifications may be met. If the applicant does not meet minimum requirements, the application will be discontinued. Any automatic disqualifiers will also be determined at this step and if present, the application stopped.



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Finger Printing (FDLE Livescan): Fingerprints will be a part of the application process and will be processed through the Federal Bureau of Investigations and also the Florida Department of Law Enforcement. Fingerprinting is provided at no charge to applicants and scheduled in the MCSO HR Office.

Job Specific Abilities Testing: PAT & Firearms for Sworn positions; typing/Key Boarding-Admin/Support Positions: These job specific assessments are scheduled through the HR office and conducted by well qualified MCSO staff.

Senior Staff Formal Interview Panel: A structure employment interview conducted at MCSO Operations by Sheriff designated senior staff.

Background Investigation & Neighborhood Check: A background investigation will be completed, utilizing the information contained in the application as well as any other information that may be divulged during the process. You should be made aware at this time that sensitive or confidential aspects of your personal life may be explored if it is determined that it may have a bearing in being considered for employment with the Marion County Sheriff's Office.

Conditional Offer of Employment: This step is handled at the time of the Polygraph examination as required by Federal Uniform Employment Law and standards. No applicant should resign from a current position at this time as the process is not yet complete. Only after a final offer of employment is made and accepted should any applicant resign from a current employment situation.

Polygraph Examination: All applicants may be subject to a polygraph examination. Areas under consideration in this exam will include any criminal behavior, any illegal drug usage or involvement, employment history and/or any items revealed during the background investigation.

Medical Exam, EKG & Drug Screen, Psychological Exam (Deputies and Corrections Officers only): All applicants are required to complete a basic medical exam, EKG, and drug screen. Certain other positions might require additional testing, as appropriate. These may include vision, audio, and/or psychological exam. All medical exams required in the application process are schedule by and paid for by the Sheriff's Office.

Chief Deputy/Sheriff Interviews: All applicants will be interviewed by the Chief Deputy and Sheriff or his/her designee.

Final Offer of Employment: Once the applicant has satisfactorily completed all stages in the hiring process; a Final Offer of Employment will be made by the Sheriff or his designee. Conditions of employment will be discussed at this time and the applicant will be required to sign acknowledging acceptance of these terms. If accepted, the applicant should give notice to their current employer at this time.

This agency reserves the right to hire only those candidates deemed best suited for employment. Applicants not selected for appointment may reapply after one (1) year unless prohibited from re-applying or employment.

ALL DEPUTY AND CORRECTIONS OFFICER APPLICANTS MUST COMPLY WITH THE MCSO MARION COUNTY RESIDENCY REQUIREMENT WITHIN 6-MONTHS OF EMPLOYMENT.