



John D. King
Sheriff
P.O. Box 126
1104 Grand Ave
Emmetsburg, Iowa 50536

Office (712) 852-3535
Fax (712) 852-3914

JOB ANNOUNCEMENT

Jailer – Jail Administrator

The Palo Alto County Sheriff's Office is accepting applications for a full time Jail Administrator. Minimum of five (5) years' experience as a certified jailer. Preference will be given to candidates with supervisor experience.

Jail Administrator will be responsible for supervising jail staff; maintaining training certifications; scheduling; policy manuals; monthly reporting; inmate records, et al.

Applications may be picked up at the Palo Alto County Sheriff's Office, 1104 Grand Ave, Emmetsburg, IA 50536 between 8am - 4pm Monday – Friday or requested by emailing mrouse@paloaltosheriff.com. Completed applications must be received no later than 4:00 p.m. on May 26, 2023.

Jail administrator must be able to work shifts that may include nights holidays / weekends and must be able to multi task and work under stressful situations. Palo Alto County is an Equal Opportunity Employer.