

**Whitman County
Civil Service Commission**
400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org



EXAMINATION ANNOUNCEMENT FOR CORRECTIONS OFFICER

The Whitman County Civil Service Commission is accepting applications to begin the testing process for Corrections Officer with the Whitman County Sheriff's Office. This testing procedure will establish a certified eligibility list from which applicants will be considered when positions become available within the Sheriff's Office. This process will be subject to the rules of the Whitman County Civil Service Commission.

APPLICATION PROCEDURE:

Applicants must complete a signed and notarized Whitman County Civil Service Application.

EXAMINATION PROCEDURE:

Qualified applicants will be given a written and oral examination. Final score and standing will be determined as follows:

WRITTEN: 60% ORAL: 40%

Education and/or Veterans' Preference points will be added in accordance with the Revised Code of Washington and Whitman County Civil Service Commission Rules.

All applicants must **show proof of identification** for entrance into the examination.

TO APPLY CONTACT: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

CLOSING DATE: March 28, 2014.at 5:00 p.m.
SALARY: \$2,565.00-\$2,694.00/month

**WHITMAN COUNTY
POSITION DESCRIPTION**

Effective Date: December 17, 2012
Position Title: Corrections Officer
Job Family Classification #: 172
Department Title: Sheriff
Department Code: 140
Pay Grade: 9 (COSS)
FLSA Status: Non-Exempt
Union Status: Represented, Corrections Officer and Support Staff (COSS)
Reports to: Jail Sergeant and/or Jail Superintendent

BASIC PURPOSE

Maintain a close security watch of inmates at the county jail facility, assist in the care of inmates, participate in receiving, booking and processing prisoners, and perform dispatching.

NATURE OF WORK

This is responsible work receiving adult prisoners, assuring their physical well being, guarding them in the county jail facility, and assisting with juvenile supervision. The employee occupying this position will be responsible for making jail inspections as required by local and state law, monitoring inmates on closed circuit and intercom systems, observing inmate behavior, and taking disciplinary action in a manner consistent with state laws dealing with the incarceration of adults. Work will require the employee to be firm and consistent in daily contact with prisoners and exercise judgment and discretion to insure the safety of visitors and law enforcement personnel. Work will involve the operation of a variety of circuit televisions, intercom systems, kitchen equipment and utensils, and finger printing equipment.

Work is generally performed in a jail setting or correctional facility.

SUPERVISION EXERCISED AND RECEIVED

Supervision of other officers is not a normal responsibility of this position. Work is performed under the supervision of the Jail Sergeant and/or Jail Superintendent who assigns work and reviews shift activities for conformance with established procedures, rules, and regulations.

ESSENTIAL FUNCTIONS

Effectively control jail inmates; operate a radio-transmitter-receiver unit, give and receive information and instructions in emergency and non-emergency situations; perform several tasks simultaneously under pressure; lift and carry items incidental to housekeeping.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Establish and maintain good working relationships with co-workers; follow oral and written instructions; communicate with inmates, co-workers, supervisors, and the public using both listening and speaking skills.

EXAMPLES OF DUTIES:

Book and process prisoners into the county jail; conduct strip searches of prisoners of the same gender; issue coveralls, linen, and bedding; assign inmates to cells; orient inmates into jail routines.

Maintain order, discipline, and security of inmates in the county jail; allow inmates visits from attorneys and acquaintances; allow inmates to make phone calls; isolate inmates as needed.

Assist in the preparation and oversee the serving of meals; order food weekly; train trustees in proper food handling techniques; monitor cleanup procedures.

Oversee the distribution of medication to inmates; insure that health inventory is taken at every booking; maintain inventory of medications; distribute prescribed medicine as appropriate.

Periodically search cells and inmates for contraband; inspect incoming and outgoing mail according to procedures; escort inmates to various locations.

Maintain various departmental, fiscal, and other office records according to standard procedures; type forms; prepare report data involving tabulation of posted data and basic arithmetical computations; control access to information consistent with office procedures and state guidelines.

SELECTION CRITERIA

Knowledge, Skills, Abilities

- Some knowledge of food preparation and personal hygiene.
- Some knowledge of departmental and state procedures regarding the rights and proper care of incarcerated adults.
- Ability to deal with emergency situations promptly and effectively.
- Ability to effectively control inmates in all situations.
- Ability to keep accurate records.
- Ability to deal with adult and juvenile prisoners in a courteous, humane, and firm manner.
- Ability to learn local, state, and federal regulations regarding booking of inmates.
- Ability to follow oral and written instructions.
- Ability to receive and relay information on a radio transmitter-receiver unit.
- Ability to operate office equipment associated with the position at an acceptable level of proficiency.
- Ability to speak in a clear, concise, well modulated voice.
- Ability to learn within a reasonable period of training how to operate a radio communication transmitter-receiver unit.
- Ability to think clearly, act quickly and logically, and to carry on a number of actions simultaneously under pressure.

EXPERIENCE, EDUCATION AND TRAINING

High school graduation or G.E.D. certification. Age twenty-one (21) at time of appointment. Valid driver's license at time of appointment. United States citizenship and the ability to read and write the English language as required by RCW 41.14.100. Have a doctor's certificate stating that you are in good general health at the time of appointment. Fingerprints on record. Ability to pass Civil Service Examination. Ability to successfully complete background investigation.

Possession of, or ability to obtain prior to completion of the probation period, a first-aid card and food handlers permit.

Persons appointed to positions of this class must complete the Washington State Criminal Justice Correctional Academy prior to the completion of the probationary period.

This position will require shift work.

Monthly salary and benefits, which include medical, dental, vision, retirement contributions, vacation and sick leave, and paid holidays.

**WHITMAN COUNTY IS A SMOKE FREE WORKPLACE
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
AMERICANS WITH DISABILITIES ACT
Persons requiring accommodation should advise us of that need**