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Notice of Examination for BFOQ Female Corrections Deputy

The Grays Harbor County Civil Service Commission is establishing an eligibility list for entry-level BFOQ Female Corrections Deputy with the Grays Harbor County Sheriff's Office. **NOTE:** Both men and women may serve as a Corrections Deputy. However, the Washington State Human Rights Commission has said that being FEMALE is a bona fide occupational qualification (BFOQ) necessary for operation of the Grays Harbor County Correctional Facility, which houses female as well as male offenders. There are presently at least 2 existing vacancies to be filled in the BFOQ Female Corrections Deputy classification. The Civil Service Commission has authorized the establishment of a BFOQ Female Corrections Deputy Eligibility List to fill these positions and others as they may occur with qualified female applicants. The salary range for Corrections Deputy is \$4052 to \$ 4,118 per month, plus benefits. Applicants must be 21 years of age by March 26, 2016. Successful applicants who are qualified may be given lateral consideration at the Sheriff's discretion. A job description and a *Civil Service Application for Examination* are attached to this notice.

Application Process: To test for placement on the BFOQ Female Corrections Deputy Eligibility List, applicants must complete a *Civil Service Commission Application for Examination*. The application may be picked up at the Sheriff's Office in Montesano (100 W. Broadway, Ste. 3), at the WorkSource office in Aberdeen (415 W. Wishkah, Ste. 2D), or downloaded from the Grays Harbor County website at www.co.grays-harbor.wa.us. At the top of this website, go to County Departments, under Civil Service click on Job Announcements. Find the Notice of Examination inside the green window, download and **scroll down** to the *Civil Service Commission Application for Examination*.

Before submitting the application for examination, applicants must sit for a certified typing test at any WorkSource office (or any employment office) to verify keyboarding skills of 20 wpm. An on-line, do-it-yourself typing test will *not* suffice. Applicants may take the typing test as a walk-in at the Aberdeen office (address above), or make an appointment with Ashley at Thurston County WorkSource, 1570 Irving St. SW, Tumwater, WA, 360.570.6954. The typing certificate must be included with the completed application and **mailed** to the Grays Harbor County Civil Service Commission, 310 W. Spruce Ave., Rm. 217, Montesano, WA 98563. **The closing date for completed applications is March 18, 2016.** Applications postmarked after that date will be rejected.

Examination Process: Applicants will be given three types of tests: a physical ability test, a written exam, and an oral board interview. After submitting a timely application, applicants may consider themselves qualified to sit for examination unless notified otherwise by the Chief Examiner. Applicants must present picture identification at each portion of testing. Applicants who do not have picture ID will not be admitted to the exams. Applicants must appear for all testing at the time and date specified. Failure to do so will bar the applicant from the examination process. Makeup tests will not be given. Applicants must pass each test to be eligible to continue in the exam process.

The physical ability test and written exam will be given at Montesano High School, 303 North Church Street, Montesano, Washington on March 26, 2016 beginning at 9:00 a.m. (Directions: Approach

Montesano from Hwy 12E or Hwy 12W, take the Montesano/Raymond exit. At the stop sign turn north onto Main and proceed through the light and then three blocks farther to Spruce. Take a right and go three blocks east to Church. Park in lots along Spruce or left along Church. To find your entrance to the gym, use the stairs by the tennis courts or go around front. Look for signs.)

The physical ability test battery will be given first and includes three events: push-ups, sit-ups, and a 1.5-mile run. You will note that each of these physical ability activities is rather strenuous. You should attempt these activities only if you are in excellent health. If you have questions about your physical condition, consult your doctor before taking this test. You will be asked to sign a responsibility release before taking the physical ability test. Please appear for the physical ability test dressed in clothing suitable for these activities. The 1.5-mile run will be conducted outside and regardless of inclement weather.

The physical ability test is a pass/fail test. Applicants must score a minimum of 15 push-ups, 12 sit-ups within 60 seconds, and maximum time of 17:54 (min:sec) on the 1.5-mile run. You must pass all three events in order to pass the physical ability test. A notice of pass or fail will be given at the testing site. You must pass the physical ability test to go on to the written exam. For further information on the physical ability standards and on suggested training exercises, go to www.cjtc.state.wa.us. At the bottom select Employment; click on Corrections Division, select Corrections Officers Academy, scroll down to Physical Ability Test, then select CO PAT Guidelines.

A written, multiple-choice examination to determine basic ability to successfully perform the duties of a BFOQ Female Corrections Deputy will also be given on March 26, 2016, starting about 1:00 p.m. at Montesano High School. Signs will direct you to the testing area. Applicants will have 2 hours to complete the exam and must score a minimum of 70% to pass the written exam. Applicants who take the written exam will be notified by mailed letter of their score and whether or not they advance to the oral board exam.

An oral board exam will be given to candidates who have passed the physical ability and written tests. The candidates will be notified of the date and time of their individual oral appointment, tentatively scheduled for April 5 and 6, 2016. Minimum passing score for the oral exam is 70% out of a possible 100 points. Following testing, the individual test scores will be given the following weights:

Physical Ability Test: pass/fail; Written Exam: 50% of raw score; Oral Board Exam: 50% of raw score.

Veteran's preference points will be added to passing total scores, if applicable. If claiming veteran's preference points, submit a copy of the DD214 discharge papers *with the application*. Final scores will be tabulated and applicants ranked on the BFOQ Female Corrections Deputy Eligibility List in descending order. When the Civil Service Commission has certified this eligibility list, it will be valid for 6 months and may be extended for up to 2 years. It is the responsibility of those on the eligibility list to inform the Civil Service Commission of any change in their address during the life of the list. Failure to do so is cause for removal from the list. Changes to contact information may be sent to the address above, at the top of this Notice.

Selection Procedure: For the initial openings in the BFOQ Female Corrections Deputy class, the Chief Examiner will submit the top five names on the eligibility list to the Sheriff for consideration in filling the positions. During this portion of the hiring process, applicants will be subject to a background check (including criminal history) and will undergo physical, psychological, and polygraph examinations. As subsequent openings occur, additional sets of names will be forwarded to the Sheriff.

CORRECTIONS DEPUTY

Revised: December 11, 2008

DEFINITION: A commissioned law enforcement officer whose primary duties are the care and custody of inmates in the Grays Harbor County Jail.

MINIMUM QUALIFICATIONS: Be a citizen of the United States. Be at least 21 years of age by March 26, 2016. Have no record of felony conviction, no record of gross misdemeanor/misdemeanor conviction for crime involving controlled substances or physical harm; be free from any physical condition which might adversely affect performance of duty as a Corrections Deputy; must be free from any psychological condition which might adversely affect performance of duty as a Corrections Deputy – based on an evaluation by a clinical psychologist. Must be a high school graduate or have passed the General Education Development Test. Must be examined by a licensed physician to verify that applicant is physically sound and free from any physical defect which might adversely affect performance as a Corrections Deputy. Must possess a valid Washington State driver's license.

BASIC KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of Federal, State and local laws. Knowledge of department mission, goals, policies and procedures. Knowledge of related criminal justice and social service systems and their function. Skill in observation and retention of details. Skill in the use of firearms. Ability to relate effectively to others in tense and/or hostile situations. Ability to perform effectively under extreme stress. Ability to communicate in a clear, accurate, comprehensive and concise manner in both verbal and written form. Maintain high standard of physical condition. Must have skills in operating a typewriter at 20 wpm and possess the ability to perform basic computer functions. Regular attendance of job assignment.

PROFESSIONAL ETHICS AND ATTITUDES: The Corrections Deputy performs duties commensurate with professional ethics and attitudes demanded by the police code of ethics, departmental goals and community needs.

MENTAL DEMANDS: The Corrections Deputy position requires a mature and stable personality who must be able to work under stressful conditions. A Corrections Deputy must be able to make decisions and take affirmative action in dangerous and unpredictable situations. A Corrections Deputy must make decisions based on knowledge and experience rather than emotional impact.

A Corrections Deputy must be duty responsive 24 hours a day. Corrections Deputy must be able to assimilate large amounts of complicated information and put this into a clear and concise written form.

WORKING CONDITIONS: A majority of working time is spent indoors; however, transports or escorts may require Corrections Deputy to be subjected to extreme temperatures and inclement weather.

Corrections Deputy must occasionally engage in physical confrontations, and/or lift and carry people and objects, requiring good physical condition.

Limited Corrections Deputy assignments may occur in Identification, Civil, Records, or other parts of the Department. The Corrections Deputy may also be required to serve civil processes.

ACCOUNTABILITY:

A Corrections Deputy is required to make independent decisions without supervision subject to departmental review. A Corrections Deputy's actions may be subject to community and department criticism. A Corrections Deputy may also be subject to department discipline and/or lawsuit.

ROUTINE DUTIES:

Be responsible for enforcing Policies and Procedures of the Corrections Facility, prevent escapes, maintain order and discipline among inmates, escort inmates to and from cells to courts and other related appointments, and provide supervision and security while maintaining custody of those detained. Must be aware of potential security problem areas including court, escorts/transport, and criminals known to be violent or escape risk. Must be observant and have the ability to distinguish suspicious and irregular activities. Collect information on inmate activity through in-service training and shift briefing. Conduct preliminary inquiry regarding possible jail rules or law violations, obtaining and verifying factual information from examination of inmates, jail equipment, and premises. Investigate and/or handle inmate complaints, excessive noise, mentally ill persons; provide first-aid for injuries, illness, drug overdose, or attempted suicide victims.

Work also includes operation and inspection of security devices, reporting of jail rules violations, supervision of inmate visitations, maintenance of jail records by reports, booking information, and filing of pertinent court orders and related paperwork. Receive assignments and instructions from a superior officer with work reviewed in the form of evaluations, reports, personal inspection, and conferences.

Controls inmates by personal contact and patrolling cell areas, courtrooms and jail corridors, and other work assigned areas. Utilize restraining devices and techniques in control and escort of inmates.

Make inmate head counts; check living areas for sanitary conditions, fire and safety hazards, and inspect for contraband.

Operate electric jail control panel for control of jail gates, meet with the public on such matters as jail visiting hours, receiving bail or fine money, control admission of professional visitors, attorneys, and bondsmen.

Must have skills in operating a typewriter at 20 wpm; must possess the ability to learn basic computer functions including data entry in the records management system and word processing functions in the form or report writing.

ASSIST/COOPERATE WITH PATROL/CRIMINAL INVESTIGATION:

Corrections Deputies must have the ability and knowledge to recognize a crime scene, and to take those initial steps required to preserve evidence if necessary.

Corrections Deputies may be called upon to assist investigating officers in the identification of witnesses and suspects.

REPORT WRITING: Know and use the proper style or mode for reporting and communicating information. Provide complete reports of actions, specifying all details which aid in reconstruction of the incident and prosecution.

PUBLIC RELATIONS: Corrections Deputies are called upon to receive inquiries, complaints, and requests for general information relative to the Corrections Division.

TRAINING: Must attend, complete, and pass the Washington State Corrections Officer Academy as certified by the Criminal Justice Training Commission, and those standards set by the Governor's Commission on training standards as per RCW 43.101.220. Ongoing annual training requirements will be met in compliance with department policy.

Obtain basic first-aid and CPR qualifications, and maintain qualification or certification card.

Perform other duties and tasks as assigned and necessary.

Grays Harbor County Civil Service Commission
Application for Exam: Entry-Level
 Mail to: 310 W. Spruce Ave., Rm. 217, Montesano, WA 98563

1. POSITION APPLYING FOR: _____ BFOQ Female Corrections Deputy _____

2. FULL NAME: _____

U.S. Citizen: YES _____ NO _____; Date of Birth: _____

Last 5 Digits of Social Security Number: _____

3. LEGAL ADDRESS:
 Current Residence: _____

Street City State Zip

Mailing Address: _____

Street City State Zip

Home Phone: () _____; Cell Phone () _____

Email: _____

4. MILITARY STATUS: Have you served in the United States military services? Yes _____ No _____

Branch: _____; Date In: _____ Date Out: _____

Do you claim Vet. Preference Points? Yes ___ No ___; If *yes*, attach DD214 to application.

5. EDUCATION, TRAINING, LICENSES:

High School/GED:

High School Name/GED Agency	Location	Year Graduated/GED

Post High School Education: Here and on the following page, list formal education at college/university/technical/other levels. Use additional pages if needed; also list any professional licenses and certifications.

Name of School	City and State	Dates Attended	Degree or Credits and Year	Major

5. EDUCATION, TRAINING, LICENSES (cont.)

Other Courses/Training	City and State	Dates Attended	Certificate and Year

Professional License/Certificate	State/Date of Issue	License Number	Expiration Date

List any other skills, abilities, or experiences you feel may be relevant to this position: _____

COMPUTER KEYBOARDING REQUIREMENT: Have you provided with this application a certificate stating that you meet the minimum keyboarding requirement of 20 wpm for this position? Yes _____ No _____.
(Remember, the closing date is March 18, 2016 for BFOQ Female Corrections Deputy).

Please list all software in which you are proficient:

Software	Years of Experience	Equipment, Hardware, Other Info

LANGUAGES: Are you fluent in languages other than English? Yes _____ No _____. If *yes*,

please list: _____

6. **EMPLOYMENT HISTORY:** Please list all periods of employment and unemployment in the past 5 years. Begin with present or most recent; attach supplemental pages if needed; omit nothing.

Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	

7. **WORK SCHEDULES:**

Can you work rotating shifts with various hours? Yes _____ No _____

Can you meet a work schedule that includes weekends and/or holidays? Yes _____ No _____

8. CRIMINAL HISTORY:

The Grays Harbor County Sheriff's Office places GREAT emphasis on integrity. A criminal record will not automatically disqualify your application, but lying about your record will. Please be honest as you complete your application.

Have you ever been cited or convicted for any offense, violation of any statute or ordinance, law, or regulation by civil or military authorities? Yes_____ No_____

If *yes*, please describe below:

Date	Location	Arresting Agency	Original Charge	Reduced To	Disposition/ Court Action

Please list any traffic citations you have received during the past 5 years:

Date	Location	Issuing Agency	Charge	Reduced To	Disposition

Current Driver's License Number _____ State _____ Expiration _____

Have you previously taken a Civil Service exam with the Grays Harbor County Civil Service Commission? No_____ Yes_____. If *yes*, when? _____ For which position? _____

How did you learn of this position? GHC website___; GHSO___; Daily World/Vidette___; WorkSource___; JBLM___; JobNet ___; WSCJTC___; personal referral _____; other _____

CERTIFICATION: I hereby certify that all statements made in this application are complete and true to the best of my knowledge. I understand and agree that any false or misleading statement or information herein shall be considered cause for application rejection, removal from eligibility list, employment disqualification, or discharge from employment. I realize that during my application and hiring process I will be subject to a background check; criminal history; polygraph, psychological, and physical exams.

Signature of Applicant

Date