

ISLAND COUNTY CIVIL SERVICE COMMISSION
P. O. BOX 5000 - COUPEVILLE, WA 98239-5000
360-678-7975 – Please leave a message.
Email Address: l.meehan@co.island.wa.us

EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET

CIVIL/RECORDS CLERK, NON COMMISSIONED

OPENING DATE: October 30, 2013

CLOSING DATE: Monday, December 2, 2013. Applications must be received and date stamped or postmarked by 12/2/13.

SALARY: Entry: \$14.66/hr After 6 months- \$15.47/ hr After 1Year -\$16.29/hr

PAY GRADE: S-4

Read this announcement in its entirety. It contains information about the application and testing process that is necessary for a complete application.

Your application must include a \$22.50 testing fee which is not refundable. Applicants with financial need may request a waiver of this fee. Documentation may be required of those requesting a waiver.

This is a basic entry position with the Island County Sheriff's Department which requires Civil Service examination. Employee in this position is responsible for providing clerical and administrative support for the Island County Sheriff's Office with assignment to the Civil (Administrative) Division.

Qualified applicants will participate in the Civil Service Examination process.

Applicants must be able to keyboard at 35 wpm. Applicants will be administered a computer keyboarding skill test – pass/fail. Applicants who pass the keyboarding skill test will be given a multiple choice written examination which evaluates grammar, punctuation, vocabulary, spelling and basic filing. You must obtain a score of 70% or greater to pass the written examination. Those who obtain the top 15 highest scores on the written examination will appear before an Oral Review Board for an oral examination.

The person selected to fill this position will be performing a variety of duties, tasks and responsibilities relating to the control, dissemination, and typing of law enforcement related reports, statements, legal documents, letters and memoranda.

The person will perform clerical and secretarial functions, such as data entry, word processing, filing, typing, reception and telephone answering. Also, prepare reports from written requests, electronic recordings, handwritten drafts, verbal dictation, statements, legal documents, letters or memorandums. Maintain accumulative file records, physical and electronic. As directed, compile data from varied sources and make entries or reports. See job description. Additionally, the position requires strong demonstrable talents in interpersonal communications, clear, logical reasoning processes, and sensitivity to public relations. He or she will greet visitors at the public counter, determine the nature of their business and refer or assist to the completion of their business.

A Civil Service Eligibility List will be established. Applicants will be placed on the list in rank order of their final score. Applicants will be certified from this list to fill vacant positions in accordance with local Civil Service Rules.

If selected for placement from a Certified List, you will be required to meet the following: pass a polygraph & psychological evaluation, satisfactorily complete a background investigation and complete a one-year probation period.

EDUCATION, EXPERIENCE AND CERTIFICATES:

- (1) Possess a valid Washington State Driver License.
- (2) Be a citizen of the United States who can read and write the English language.
- (3) Be a high school graduate or possess GED certification.
- (4) No felony convictions.
- (5) Be at least 18 years of age.

TO OBTAIN AN APPLICATION PACKAGE:

To request an electronic version of the application package, please contact l.meehan@co.island.wa.us. If you would like the application package mailed to you, send a 9 X 12 inch, Self-Addressed Stamped Envelope with \$1.72 postage to Island County Civil Service Commission, P. O. BOX 5000, Coupeville, WA 98239-5000. Application packages may also be obtained at the Sheriff's Office or the Island County Human Resources Office on the Coupeville Campus. If you obtain your application package from the Sheriff's office or the Human Resources office, please contact the Civil Service Secretary at 360-679-7975 or at l.meehan@co.island.wa.us to confirm you have any updated required materials.

Unless you express a preference otherwise, by written notice, all notifications regarding this process, including testing dates and times will be sent to you by email.

A complete Job Description is included in the Application Package.

APPLICATION PROCESS:

In order to be complete, your application must include:

1. A complete an Island County Application for Employment form;
2. Addendum to Application – Island County Civil Service Commission; and
3. A cashier's check or money order in the amount of \$22.50 (made out to Island County Treasurer). This fee is non-refundable.

Be sure to answer each question fully and clearly. Applications must be signed in ink. Pages that require a witness must be completed and signed. Be sure that your email address is legible.

A typed resume is highly desired. Your resume should contain your complete work history, complete educational history, including courses of study and your complete history of training courses that directly affect your ability to perform as a Civil/Records clerk. If applicable, include all military training courses. A copy of your latest military discharge DD Form 214 is required if you are claiming Veterans' Scoring Criteria Status.

All notifications regarding this process, including testing dates and times will be sent to you by email, unless you express a preference otherwise by written notice,

After your application form has been reviewed and accepted, you will be notified, by email, as to when the Civil Service examinations will be administered. Candidates who qualify will be scheduled for an oral board.

Do not mail your completed application package to the address provided on page 4 of the Island County Application for Employment (i.e. Island County Human Resources). Instead, your complete application package should be returned by U. S. mail to:

Island County Civil Service Commission
P.O. Box 5000
Coupeville, WA 98239-5000

No faxed or electronic applications will be accepted. Applications must be received and date stamped or postmarked by 12/2/13.

In order to be complete, your application must include the \$22.50 testing fee which is not refundable. Applicants with financial need may request a waiver of this fee. Documentation may be required of those requesting a waiver.

If you have any questions, please contact the Island County Civil Service Commission Secretary/Chief Examiner, Linda Kast Meehan. Telephone - 360-678-7975. Email address - l.meehan@co.island.wa.us.
DO NOT CONTACT THE SHERIFFS OFFICE.

Linda Kast Meehan
Secretary/Chief Examiner
360-678-7975

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER