

Job ID: IRC14225
Location: Vancouver, WA
Close: April 25, 2014



CORRECTIONS DEPUTY (CUSTODY OFFICER)

CLARK COUNTY'S **Sheriff's Office** is seeking qualified candidates to be part of our dynamic public service organization.

HOW TO APPLY:

For complete details and to apply on-line, visit our website at <http://www.clark.wa.gov/hr/careers/>

THE JOB

Corrections Deputies (Custody Officers) in the Clark County Sheriff's Office are governed by State Civil Service laws, which require specific recruitment and testing procedures. **(Please refer to Selection Process for details)**

This recruitment will be used to create a one-year eligibility list to fill current and future positions within the Sheriff's Office.

Due to the mixed gender jail population, the Sheriff's Office would like to increase the representation of female Corrections Deputies. We strongly encourage women interested in this field of work to apply.

It is the mission of the Clark County Jail, in partnership with our community, to provide safe, secure and constitutional detention facilities in the most respectful, professional and fiscally responsible manner possible. The core mission of the Corrections Branch of the Clark County Sheriff's Office is "Helping inmates released from our facilities successfully reenter our community through a comprehensive level of supervision and care."

The Corrections Deputy provides for the care and custody of inmates and for the maintenance of order and discipline among the inmates of the Clark County Jail. Employees in this classification are responsible for the operation of the Jail on a 24-hour, 7 day-a-week basis and are expected to be able to perform the functions and duties of all shifts in all required areas of the Jail. Incumbents do not carry firearms or other weapons within the Jail but may do so when commissioned and authorized to transport prisoners.

The key responsibilities of the position are as follows:

- Booking, searching, and releasing prisoners
- Maintaining security in all areas of the jail
- Supervision of work assigned to inmates
- Supervision of the meal times
- Supervision of visitation and recreation time
- Monitoring jail access
- Answering and directing telephone calls

Most assignments will involve supervision of living units. The primary shift assignment is 4 on, 4 off cycle on a 12 hour day. Special assignments for experienced officers include Court Security, Transport, Control Rooms, Inmate Classification, Trusty Coordination, Training, Work Release, and Internal Affairs. Deputies who are placed as laterals may test for promotional opportunities after three years with the Clark County Sheriff's Office or comparable Corrections Deputy experience with a government agency similar to the Clark County Sheriff's Department.

These positions are represented by and require membership in the Clark County Custody Officer Guild.

QUALIFICATIONS

Minimum qualifications include the following:

- High School diploma or G.E.D. certificate required.
- At least age twenty-one (21) at time of appointment.
- Valid Washington State driver's license at time of appointment and be able to provide proof of insurability.
- Must be a United States citizen and have the ability to read and write the English language as required by RCW 41.14.100.
- Ability to successfully complete Clark County Sheriff's Department background investigation.
- Entrance to and successful completion of the Corrections Academy or Equivalency Academy including the physical fitness requirements, as required by RCW 43.101.
- Solid writing skills and basic report preparation.

Ideal candidates will have the following strengths:

- Communication skills including mediation and problem solving.
- Ability to exercise sound judgment.
- Ability to use a computer with knowledge of various software applications.
- Bi-Lingual Spanish or Russian language skills are desirable.

Knowledge of: principles, techniques and procedure associated with incarceration and dealing effectively with incarcerated individuals; federal, state and local laws relative to the inmate housing and treatment; department policies, directives and procedures and basic self-defense tactics.

Ability to: learn, interpret and apply department policies and procedures; interpret and apply federal, state, and local laws and regulations; communicate clearly and effectively with inmates, coworkers, supervisory personnel and the public; prepare effective written materials and reports; handle multiple tasks and deadlines; exercise appropriate judgment and decision making; act quickly and effectively in emergencies and exert physical restraint of disorderly inmates.

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The majority of the time is spent in the jail facility, where the officer must respond to emergencies presenting physical risks from various sources including violent suspects/inmates, weapons, noise, chemicals, bodily secretions, and other potential situations/dangers typical to jail settings. Incumbents must be able to wear protective equipment as required by the department. Additionally, incumbents are expected to manage face-to-face interactions and confrontations with angry, hostile, depressed and/or otherwise emotionally distraught suspects/inmates. Incumbents primarily work in a jail environment, and occasionally escort inmates to court or appointments. Work shifts include overtime, holidays and weekends, and emergency response is required.

Essential tasks include use of various equipment associated with a jail environment in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment. In addition to sitting, walking, standing, bending, carrying of light items, an incumbent must be able to run, subdue, and restrain individuals within and out of the jail facility. Incumbents are required to drive a vehicle: to off-site training facilities, seminars, academies, or in the transport of inmates to appointments.

Additional Qualifications For Lateral Applicants:

Two to three years of corrections experience in a comparable county, municipal or state agency in the United States.

Current certification through a state corrections academy (comparable to Washington State Academy).

Have the ability to successfully complete the Washington State Training Commission's Academy within the first 6 months of employment and prior to completion of probation.

SALARY

\$21.55 – \$28.91 per hour

SELECTION PROCESS

Application Review (Pass/Fail) – An on-line application is required. Attaching a resume does not substitute for a completed application; incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.

Written and Physical Ability Exams: (Written-Weighted 40%, Physical Ability-Pass/Fail)

Both exams will be administered on a DATE TO BE DETERMINED. ELIGIBLE Applicants will be informed of the date as soon as possible.

Oral Board Interview: (Weighted 60%) Interviews will be job-related and may include, but not be limited to, the qualifications outlined in the job announcement. Interviews will be conducted in late May/early June. The interview requires a passing score of 70% for continued consideration.

Eligibility List: Successful candidates' final scores will be placed in rank order (high to low).

Rule of Three: As positions become available the top three candidates from the eligibility list will be invited to participate in the Sheriff's final selection interview.

Post Offer Process: Selected candidates will participate in a comprehensive background investigation, will be given a polygraph exam, medical exam (includes drug testing), psychological exam and an additional physical ability test.

Veteran's Preference:

In accordance with the Revised Code of Washington (RCW) 41.04.010, employment preference is given to veterans defined by (RCW) 41.04.007. "Veteran" includes every person, who at the time he or she seeks the benefits of (RCW) 41.04.010, has received an honorable discharge or received a discharge for medical reasons with an honorable record, where applicable.

Qualifying candidates will receive 10% added to their final (combined written and oral board exam) scores unless they are receiving military retirement. If qualifying candidates are receiving military retirement, 5% will be added to their overall final score. Veteran's working for a city or county – who are called into active service for at least one or more years, may receive 5% to first promotional examinations only. ***NOTE: Veterans preference applies to all Clark County Sheriff's civil service entry-level positions. If you are claiming veteran's preference please provide a DD214 with your application.***

BENEFITS AND SALARY INFORMATION

Clark County provides a benefits package which includes medical and dental insurance, a Paid Time Off (PTO) Plan, paid holidays, and retirement.

It is the general policy of the County to start employees in the lower or middle sections of the salary range.

The County

Clark County, Washington is a growing community with a population in excess of 428,000, including the City of Vancouver (population 162,300). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

Equal Opportunity Employer

Clark County values diversity in the workplace and is an equal opportunity employer. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.