

**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  
ISLAND COUNTY SHERIFF’S OFFICE  
CORRECTIONS DEPUTY**

*Females as a Bona Fide Occupational Qualification are encouraged to participate.*

*For folks interested in beginning their career in Corrections then moving to Patrol Deputy, please note that employees of Island County Sheriff’s Department receive service credit of three percent scoring criteria added to a passing examination grade. So after two years of employment in good standing, if you choose to take the Civil Service Examination for Patrol Deputy, you will receive a 3% service credit added to your written score.*

**SALARY:** \$19.99 hour/\$3,464.93 month

**BENEFITS:** Health, Dental, Vision and Life Insurance Paid vacations, sick leave and holidays. Uniforms and duty gear provided on initial hire and annual clothing allowance, 4 day work week, PERS 2 Retirement.

**Read this announcement thoroughly - it contains vital information about the Application and Civil Service Examination process. All notifications regarding this process will be sent to you by email, unless you express a preference otherwise.**

This Civil Service Examination is for a full time sworn (commissioned) Corrections Officer position within the Island County Sheriff’s Office. Duties include those set forth in the Job Description for Deputy Sheriff - Corrections approved by the Civil Service Commission. (A copy of which can be found at <http://www.islandcounty.net/civil/documents/DEPUTYSHERIFFCORRECTIONSJobDescripton.pdf>.)

The employee performs general custody duties associated with Corrections and Detention work in a closed and closely monitored facility. This position requires close one-on-one work with persons accused or convicted of violating the laws of the United States, Washington State, Island County, or any of the municipalities served by the Island County Sheriff either directly or by contract.

Persons selected to fill this position will be tasked with a variety of duties and responsibilities, including but not limited to, booking, releasing, fingerprinting, and photographing prisoners. This position necessitates daily contact with inmates for meals, medical treatment, visiting, recreation privileges and court appearances.

Being female is a Bona Fide Occupational Qualification (BFOQ) for the position of Corrections Officer in the female unit. Female applicants are encouraged to participate in the examination process.

Persons selected to fill this position are expected to perform consistently, proficiently and independently all duties and functions relating to the care and custody of inmates remanded to the custody of the Island County Sheriff. Work shifts are expected to be four (4) ten (10) hour work shifts.

The department facilities are located at the Island County seat in the Town of Coupeville.

**MINIMUM QUALIFICATIONS:**

All applicants must meet minimum qualifications:

- (1) Attainment of the minimum age of 21 years. No maximum age requirement.
- (2) Possession of, or ability to obtain prior to employment, a valid Washington State Driver License.
- (3) Be a high school graduate or possess GED certification.
- (4) Be a United States Citizen who can read and write the English language.
- (5) Good physical and mental health.
- (6) Meet minimum weight and height standards.
- (7) Vision, uncorrected 20/100, corrected to 20/20 on both eyes.

**EXAMINATION PROCESS:** You must have successfully completed the both the physical ability test (PAT) and written examination through Public Safety Testing before your application will be considered complete. A complete Island County Employment Application package (see below for details) is required.

Qualified applicants who have completed PST testing and the Island County Application package will be invited to participate in an Oral Board interview. In order to be placed on an Eligibility List, applicants must achieve a minimum score of 70% (seventy percent). Veterans' Criteria Status and Service Credit will only be applied to a passing score.

The weight of each phase of the examination is as follows:

1.	Physical Ability	Pass/Fail
2.	Written Examination	50%
3.	Oral Board Interview	50%

Once the examination process is complete, a Civil Service Eligibility List will be established. Applicants will be placed on the list in order of their final score. Applicants will be certified from this list to fill vacant positions in accordance with local Civil Service Rules.

**APPLICATION PROCESS:**

In addition to successful completion of Public Safety Testing's physical ability test (PAT) and written examinations, you must complete an Island County Application for Employment form for this position.

Please include a cover letter and a resume in your application package. Your resume should contain your work history, educational history, including major courses of study and a history of training courses that directly affect your ability to perform as a deputy. If applicable, include all military training courses. Reference letters from current or previous supervisor, current or former co-worker/peer and personal reference letters may be included with your application package.

Your application materials including application forms, certificates, cover letter and resume will be evaluated as part of the Civil Service Examination process. Be sure to sign the application form where required. Witnessed signatures do not require a Notary. Unsigned or incomplete applications will not be accepted.

If you are claiming Veteran's Scoring Criteria Status, please complete the Claim for Veteran's Criteria Status form and include a copy of DD Form 214 **Member – 4** page with your application. If you are a current Island County Reserve Deputy or employed by the Island County Sheriff's Department, note your employment history in your cover letter.

To obtain an Application Package you may request an electronic version by contacting [l.meehan@co.island.wa.us](mailto:l.meehan@co.island.wa.us) . If you require that the forms be mailed to you, please send a Self-addressed, Stamped 9" x 12" envelope with \$1.61 postage to Island County Civil Service Commission, P.O. Box 5000, Coupeville, WA 98239-5000.

Do not mail your application package to Human Resources. Instead, your complete application package should be returned by mail to:

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

*Please notify [l.meehan@co.island.wa.us](mailto:l.meehan@co.island.wa.us) when you have mailed your application package.*

**SELECTION PROCESS:**

Vacancies are filled by the Civil Service "rule of three" with the top three candidates forwarded to the appointing authority for interview and background investigation as vacancies occur. Applicants given a conditional offer of employment are subject to further processes including polygraph examination, psychological examination, medical examination and background investigation. All appointments are subject to successful completion of a probationary period equivalent to twelve months of full-time service.

**ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**