

**LATERAL CORRECTIONS OFFICER – 1 OPENING
APPLICATION INFORMATION**

**Please read this announcement thoroughly.
Failure to follow all instructions listed will result in the disqualification of your application.**

The Toppenish Civil Service Commission will be conducting an examination to establish an eligibility list for the position of Lateral Corrections Officer. You must be on the eligibility list to be considered for any future openings. Applicants must be 21 years of age, able to read and write the English language, must provide documentation of the following: (1) current employment as a Corrections Officer for the last 24 months or (2) employment as Corrections Officer for at least 24 consecutive months in the last 36 months, and must have completed the Washington State Corrections Officers Academy.

Salary range \$3,246 to \$4,067 per month plus benefits. Completed **application along with resume and Police Waiver to Release Information** must be submitted to the Civil Service Secretary/ Examiner, City of Toppenish, 21 West First Avenue, Toppenish, WA 98948 by **6:00 p.m. Monday, February 1, 2016**. A \$20.00 **Non-Refundable** examination fee must accompany the application. The application will not be considered complete unless the resume, application fee and waiver are received at the time the application is submitted. **Applications and the Police Waiver to Release Information must be downloaded from the City's website at www.cityoftoppenish.us**. The City of Toppenish is an equal opportunity employer. Women and minorities strongly encouraged to apply.

Disqualified applicants will be notified prior to oral boards. You must ensure your correct e-mail address.

The Civil Service Secretary/Examiner will contact applicants in writing regarding an Oral Board date. Please provide your correct mailing address and e-mail address on your application. Applicants must receive a score of 70% or higher on an oral examination to qualify for the eligibility list. At this time, there is one vacancy. You must be on the eligibility list to qualify for this and any future openings.

Read the complete job description carefully to be sure you meet **all** minimum requirements. Your application documents must list your experience in a manner that can be verified by the Civil Service Secretary/Examiner. (Agency name, address, contact person, plus dates including the month and year.) **Incomplete information will result in disqualification. Late and/or incomplete applications will not be accepted.**

All other questions regarding this testing will be answered by the Civil Service Secretary/Examiner on the day of the oral boards, or may be made in writing prior to February 1, 2016, to the Civil Service Secretary/Examiner, City of Toppenish, 21 West First Avenue, Toppenish, WA 98948 or at civilservice@cityoftoppenish.us. **Do not call City Hall, Human Resources, or the Police Department. They have no further information.**

Have you:

- Completed application packet in its entirety answering all questions completely?
- Signed your application?
- Included and completed your Police Waiver Authorization to Release Information?
- Included your Resume?
- Included your \$20.00 application fee?