



Pend Oreille County

Civil Service Commission

Post Office Box 5060 • Newport, WA 99156-5060

(509) 447-6480 • FAX (509) 447-0595

Office Hours: Monday through Friday 8:00 a.m. - 4:30 p.m.

ANNOUNCING COMPETITIVE EXAMINATION FOR MALE AND FEMALE CORRECTIONS OFFICERS

This exam is for the purpose of establishing a certified list of future candidates for employment. The eligibility of successful candidates shall remain in effect one year. APPLICANTS WILL BE SUBJECT TO PRE-EMPLOYMENT DRUG TESTING, POLYGRAPH AND PSYCHOLOGICAL EXAMS AND PHYSICAL AGILITY TESTING.

EXAMINATION SCHEDULE: Physical Agility: Thursday, October 20, 2016 at 8:00 a.m. in the Civil Service Office at the County Courthouse, 625 W. 4th, Newport, WA. Written Exam: Thursday, October 20, 2016 at 10:00 a.m. at the same location. Examination test weight: written 90%, education & experience 10%. Physical Agility test is pass or fail and applicant must pass the agility test to proceed onto the written which includes tests of proficiency in such matters only as will fairly determine the ability of the person examined to discharge the duties of Corrections Officer in the Pend Oreille County Sheriff's Office.

SALARY & BENEFITS: Permanent appointments; union; competitive benefit package which includes vacation, sick leave, paid holidays, retirement plan, medical benefits, life insurance; beginning salary range: \$3035.67 (Step 1) - \$3251.75 (Step 3) per month, DOE.

NUMBER OF OPENINGS: Minimum of One

GENERAL MINIMUM QUALIFICATIONS:

1. Must be a U.S. citizen at time of appointment.
2. Must speak the English language clearly, fluently and at a normal conversational rate.
3. Must read, write legibly and spell correctly in the English language.
4. Must possess a High School diploma or equivalent.
5. Must be at least twenty-one years of age.
6. Must pass a polygraph examination to determine if the applicant is prone to violate the laws of Washington State or of the United States.
7. Must submit to a psychological evaluation to determine the applicant's suitability for employment in the position being sought.
8. Must cooperate in a back-ground investigation to determine the applicant's suitability for employment in the position being sought.
9. Must possess a current driver's license.
10. Applicants for this position must meet all of the "General minimum Qualifications" listed above. Vision must be 20/100 corrected to 20/20 with no color blindness.

EXAMPLES OF DUTIES: The Corrections Officer is responsible for booking, searching and releasing prisoners; conducting security checks and maintaining security in all areas of the correction facility; writing required reports/documentation of activity; supervise meal service, visitation, recreation and work activities of inmate workers; answer telephones; take informal action to correct inmate behavior as appropriate; monitor jail access. May be required to use physical force to restrain/control violent or uncooperative inmates, and be able to defend against an attack by an inmate. Required to escort prisoners to court appearances and exercise good judgment in court room security. Shall be assigned other individual duties that may include but not limited to: food ordering, computerized data entry, commissary, fire/safety inspections, Electronic Home Monitoring. Performs such other duties as may be required. All appointees will be First Aid/CPR certified upon appointment. Any person meeting the requirements may apply without regard to race, creed, sex or national origin.

CITIZENSHIP: Applicants for a position under Civil Service must be a citizen of the United States of America, who can read and write the English language.

TO APPLY: **Civil Service Application Required.** See website at: www.pendoreilleco.org (Human Resources) or obtain an application, from the Pend Oreille County Civil Service Office, 625 W. 4th St., Newport, WA. 99156, Monday through Friday 8:00a.m.-4:30p.m.; 509 447-6480 for information. A non-refundable \$15.00 testing fee payable to Pend Oreille County Treasurer must accompany the original application packet.

APPLICATION DEADLINE: Wednesday, October 19, 2016 at 4:00 p.m. at the same location. **Applications cannot be submitted on-line.**

AMERICAN WITH DISABILITIES ACT: If you will need special accommodations to participate in the testing process please attach a letter to your application stating your request.

Veterans Credit will be allowed in accordance with Washington State Law.

PEND OREILLE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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Christine Rahoun, Chief Examiner

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