

CIVIL SERVICE COMMISSION
RICHARD JACOBSON, DISTRICT NO. 1
OLE MACKEY, DISTRICT NO. 2
AL IZATT, DISTRICT NO. 3



P.O. BOX 1724
ABERDEEN, WA 98520
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PANSY BRAY, CLERK OF COMMISSION

GRAYS HARBOR COUNTY

STATE OF WASHINGTON

Notice of Examination for Corrections Officer

The Grays Harbor County Civil Service Commission is establishing an eligibility list for entry level Corrections Officer with the Grays Harbor County Sheriff's Department. Starting salary for Corrections Officer is \$3,613 per month, plus benefits. Applications for testing will be accepted through July 13, 2011. A job description for Corrections Officer is attached to this notice. Corrections Officers work 12 hour shifts in a 4 days on, 4 days off rotation. This job is subject to a 12 months probation period. There is presently one (1) opening in the Corrections Officer classification.

APPLICATION PROCESS: Persons wishing to test for placement on the Corrections Officer eligibility list must complete a Grays Harbor County Civil Service Commission application for testing form. These forms are available at the Sheriff's Office in Montesano and at the Grays Harbor WorkSource office in Aberdeen. A form should be attached to this notice. Completed application forms must be mailed to the Civil Service Commission by July 13, 2011. Applications postmarked after July 13, 2011, will be rejected.

EXAMINATION PROCESS: Applicants must bring picture identification with them to all tests.

Applicants will be given 4 types of tests, a keyboarding skills test, a physical ability test, a written test and an oral board exam. Applicants must pass each test to continue on to the next test. The keyboarding skills test, physical ability test and written test will all be given Tuesday, July 26, 2011, at Hoquiam High School, 501 West Emerson Avenue, in Hoquiam. Park in the lower lot by the high school buildings. Signs will direct you to the testing areas.

The keyboarding skills test will begin at 8:00 a.m. in Room S-26 of the Science Building. Depending on the number of applicants, this test may be given in 1 or 2 sessions. All applicants must be checked in by 8:00 a.m.. The keyboarding skills test will be 2 five-minute timed writes given in a computer lab. Applicants must type a minimum of 20 words-per-minute to pass the keyboarding skills test. Only the best score of the 2 tests will be used to determine an applicant's speed. The keyboarding skills test is a pass/fail test. Applicants must pass this test to go on to the physical ability test. A notice of pass or fail will be given at the testing site.

A physical ability test will be given about 9:00 a.m. in the weight room located on the lower floor of the Administration Building, and also on the Hoquiam High School track. The physical ability test battery includes 3 events: push-ups; sit-ups; and 1.5 mile run. For more information on the Fitness Ability Test Standards used at the Washington State Criminal Justice Training Center, contact wa.gov. Click Agencies. Click Criminal Justice Training Commission. Click Corrections Division. Click Corrections Officer Academy (COA). Scroll down to PAT Info – click COA PAT Guidelines.pdf. The physical ability test is a pass/fail test. Applicants must pass the physical ability test to advance to the written test.

A written test to evaluate reading and reasoning skills will be given the same day, July 26, starting about 11:00 a.m. at Hoquiam High School. Signs will direct you to the testing area. Applicants must score a minimum of 70 percent correct answers to pass the written exam, and must pass the written exam to possibly qualify to continue the testing process. A notice of pass or fail for the written test will be posted. Actual scores will not be posted. They will be sent by mail.

An oral board exam will be given to the top 40 applicants, based on their written test scores, who pass the keyboarding, physical ability and written tests. Successful applicants will be notified of the date and time of their individual oral exams which are tentatively set for August 3 and 4, 2011. Applicants must score a minimum of 70 out of 100 points to pass the oral board exam.

This is the only notice you will receive concerning the testing on July 26. If you send in an application for testing, assume you are qualified to take the tests unless you are notified otherwise. Applicants must appear for all testing at the places specified and must appear on time. Failure to do so will result in the applicant's rejection. Make-up tests will not be given.

In determining the final score used in establishing the eligibility list for Corrections Officer, the individual test scores will be given the following weights:

Keyboarding skills test = pass/fail
Physical ability test = pass/fail

Written test = 50% of sub-total score
Oral exam = 50% of sub-total score

Veteran's scoring criteria points will be added, if applicable. Final scores will be tabulated and applicants ranked on the Corrections Officer eligibility list in descending order of scores.

SELECTION PROCEDURE: As openings in the Corrections Officer class occur, the Chief Examiner will submit the top 3 names on the Corrections Officer eligibility list to the Sheriff for consideration in filling the vacancy. Illegal drug usage within the last 3 years is an automatic disqualifier for employment with the Grays Harbor County Sheriff's Department. The Sheriff's Department presently has one (1) opening for Correction Officer.

Once certified by the Civil Service Commission, this Corrections Officer eligibility list will be valid for 6 months or until the list is exhausted. It is the responsibility of those on the list to keep the Civil Service Commission notified of any change in their address. Failure to do so is cause for removal from the list.

MAIL the completed application form to: Grays Harbor County Civil Service Commission, Post Office Box 1724, Aberdeen, WA 98520. Applications postmarked after July 13, 2011, will be rejected. For your own information, retain this application packet. It tells you when and where to appear for testing.

Grays Harbor County is an equal opportunity employer.

Pansy Bray
Chief Examiner
Grays Harbor County Civil Service Commission

CORRECTIONS OFFICER
Job Description

Basic Function: Responsible for enforcing rules and regulations of the County Jail, preventing escapes, maintaining order and discipline among inmates, escorting inmates to and from cells to courts and other related appointments and providing supervision of security while maintaining custody of those detained.

Work also includes operating and inspecting of security devices, reporting of jail rule violations, supervision of inmate visitations, maintenance of jail records by reports, booking information and filing of pertinent court orders and related paperwork.

Assignments and instructions are received from a superior officer with work reviewed in the form of evaluations, reports, personal inspection and conferences.

Critical Tasks, Characteristics and Conditions:

Works 12 hour shifts in a 4 days on, 4 days off rotation, including weekends and holidays, as assigned. Is exposed to dangerous persons in various settings and may be exposed to working in inclement weather.

Controls inmates by personal contact and patrolling cell areas, courtrooms and jail corridors and other work assigned areas. Utilizes restraining devices and techniques in control and escort of inmates.

Makes inmate headcounts, checks living areas for sanitary conditions, fire and safety hazards and inspects for contraband.

Makes written reports of conduct and logs activities of inmates and staff in performance of jail duties. Reports all irregularities immediately to superiors and distributes reports and inmate conduct reports to proper files.

Operates electric jail control panel for control of jail gates, meets with the public on such matters as jail visiting hours, receiving bail or fine money, controls admission of professional visitors, attorneys and bondsmen.

Performs other duties and tasks as assigned and necessary.

Required Knowledge, Skills and Abilities:

As minimum requirements, must be a citizen of the United States, possess a valid Washington State driver's license at time of hire, be 21 years of age by July 26, 2011, have a high school diploma or a G.E.D., and have keyboarding skills of 20 words per minute. Must have no record of felony conviction. Must have no record of gross misdemeanor/misdemeanor conviction for crime involving controlled substances or physical harm. Must be examined by a licensed physician to verify that applicant is physically sound and free from any physical defect which might adversely affect performance as a Corrections Officer. Must be free from psychological condition which might adversely affect performance as a Corrections Officer – based on an evaluation by a clinical psychologist.

Must possess a working knowledge of modern office practices and procedures and of the English language, spelling and arithmetic. Must have skills in operating a computer, adding machine/calculator and ability to maintain and prepare reports, records and files.

Must possess ability to write intelligibly, deal with situations which require tact, diplomacy, understanding, fairness, firmness and exercise good judgment based on learned knowledge of Departmental policies and procedures.

Must remain alert at all times and react quickly and calmly in emergency situations. Must be willing to learn skills in operation of 2-way radio, weapons, closed circuit cameras and monitors. Must be willing to learn federal, state and local laws as they relate to inmates and records, correctional division policies and procedures, Sheriff's Department directives and standing orders and any other training or schools assigned.

Must pass Civil Service tests and extensive background checks. Must attend, complete and pass the Washington State Corrections Officer Academy and maintain a basic first-aid card.

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Some Test Battery Information

Each event is scored according to the Academy score sheet. The scoring is gender and age neutral. The 3 event scores are totaled to reach the final score. A minimum of 120 points is required to pass. A "goal score" is set for each event. The goal score is midway though the expected performance range for that event. Meeting the goal scores for each event totals 120 points. The individual can score more points by doing a higher number of repetitions therefore creating a higher score. If one doesn't make the goal score in one event, the points can be made up in another event to reach the required 120 points. This scoring allows an individual who may be weak in one area to pass by doing better and scoring higher in another area. However, applicants must meet a minimum score in each event to pass that event. Passing all three events with just the minimum score will not add up to the 120 points needed to pass the test battery.

Push-Ups: Score in repetitions. Minimum number of repetitions to pass = 15

Sit-Ups: Score in repetitions. Minimum number of repetitions in one minute to pass = 12

1.5-Mile Run: Score in minutes:seconds. Minimum time to pass = 17:54

<u>Event</u>	<u>Minimum</u>	<u>"Goal Score"</u>	<u>Maximum</u>
Push-ups	15	19	23
Sit-Ups (1 Minute)	12/minute	15/minute	18/minute
1.5-Mile Run	17:54	17:17	16:37

Educational Background:

High School diploma from _____
Name of High School City State Year

G.E. D. awarded from _____
Name of Agency City State Year

Please give further education as follows:

School City & State Dates attended Degree Major/Minor or Training received

Military Service:

Branch of Service _____ Date In _____ Date Out _____

(If you are claiming Veterans scoring criteria points you must attach a copy of your DD214 discharge papers showing Box 24 – character of service - for validation of eligibility for Veteran's preference.)

Employment Background: List employment on this form. Do not attach resume.

List all employment for past 5 years in chronological order.

Employer City & State Dates from – to Type of work Reason for leaving

How did you learn of the position for which you are applying? _____

Have you made previous application for testing to the Grays Harbor County Civil Service Commission? _____

When? _____ For what position? _____

All my answers and statements in this application are true and complete to the best of my knowledge. I understand that untruthful or misleading answers may be cause for rejection of my application, removal of my name from the list of eligibles, or dismissal if I am employed.

Signature of applicant

Date signed

Corrections Officer application, closing July 13, 2011
Applications postmarked after July 13, 2011, will be rejected.