

# **CIVIL SERVICE NOTICE OF EXAMINATION**

## **LATERAL CORRECTION OFFICER**

### **Pacific County Sheriff's Office**

Notice is hereby given that the Pacific County Civil Service Commission is establishing an eligibility register for Lateral Corrections Officer with the Pacific County Sheriff's Office.

Applications will be accepted until  
**FURTHER NOTICE.**

The salary range for Corrections Officer is \$3,385 - \$3,991.

#### **Duties Include:**

- Booking prisoners
- Releasing prisoners
- Assisting in feeding prisoners
- Disciplining prisoners for violation of jail rules
- Supervising prisoner cell movement, recreation activities, chapel, special call-outs, etc.
- Transporting prisoners
- Completing reports, forms, etc.

All duties performed are in accordance with state law and departmental policies and procedures. Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

#### **Lateral Corrections Officer Minimum Qualifications**

- Graduation from the Washington State Corrections Officer Academy or equivalent academy.
- Minimum age of 21 at time of appointment.
- High School diploma or G.E.D. certificate.
- Valid driver's license.
- Ability to read and write English as required by RCW 41.14.100.
- Candidates must be able to type minimum 20 wpm.

#### **Application Procedure**

- Applications may be obtained at the Pacific County Courthouse Annex Suite G, email [civilservice@co.pacific.wa.us](mailto:civilservice@co.pacific.wa.us), or by calling (360) 875-9334.
- Complete Pacific County application for employment with copy of Washington State Corrections Officer Academy or equivalent academy certification
- Submit application packet by mail to **Pacific County Civil Service Commission, PO Box 6, South Bend, WA 98586**. Please include a copy of your certification of graduation from a correction officer academy and any relevant certificates, awards, or commendations.

### **Examination Process**

- An Oral Board Examination will be held for qualified applicants. The Oral Board examination will be conducted on TBD beginning at 1:00pm at the Courthouse Annex, 1216 W Robert Bush Drive, South Bend, WA 98586, unless otherwise specified.
- Ranking of the applicants shall be based on the results of the Oral Board's. A passing average is required.
- Veterans preference, as set out in RCW 41.04.005 and 41.04.010 shall be applied when entitled.

**Additional information may be obtained by calling Amanda Bennett at 360-875-9334 or email [civilservice@co.pacific.wa.us](mailto:civilservice@co.pacific.wa.us).**

*Pacific County does not discriminate on the basis of race, color, national origin, sex, Religion, age or disability in employment or the provision of services.*