

Job ID: IRC12924
Company Name: Clark County Sheriff's Office
Location: Vancouver, WA
Open: July 14, 2012
Close: August 3, 2012



CUSTODY OFFICER

CLARK COUNTY'S *Sheriff's Office* is seeking qualified candidates to be part of our dynamic public *service organization*.

HOW TO APPLY:

For complete details and to apply on-line, visit our website at <http://www.clark.wa.gov/hr/employment/job-openings.html>

THE JOB

The Custody Officer provides for the care and custody of prisoners and for the maintenance of order and discipline among the inmates of the Clark County Jail. Employees in this classification are responsible for the operation of the Jail on a 24-hour, 7 day-a-week basis and are expected to be able to perform the functions and duties of all shifts in all required areas of the Jail. Custody Officers do not carry arms or other weapons within the Jail but may do so when commissioned and authorized to transport prisoners. The key responsibilities of the position are as follows:

- Booking, searching, and releasing prisoners
- Maintaining security in all areas of the jail
- Supervision of work assigned to inmates
- Supervision of the meal times
- Supervision of visitation and recreation time
- Monitoring jail access
- Answering and directing telephone calls

Most assignments will involve supervision of living units. The present primary shift assignment is 4 on, 4 off cycle on a 12 hour day. Special assignments for experienced officers include Court Security, Transport, Control Rooms, Inmate Classification, Trustee Coordination, Training, Work Release, and Internal Affairs. Officers who are placed as laterals may test for promotional opportunities after three years with the Clark County Sheriff's Office or comparable custody officer experience with a government agency similar to the Clark County Sheriff's Department.

Custody Officer Recruitments are governed by State Civil Service laws, which require specific recruitment and testing procedures (see next page for Selection Process details). This recruitment will be used to create a one-year eligibility list to fill current and future positions. **This recruitment will be used to fill both current and future vacancies.**

QUALIFICATIONS

- High school diploma or GED certification required
- At least twenty-one years of age at the time of appointment
- Valid driver license at the time of appointment
- United States' Citizenship at the time of appointment
- Ability to read and write English (required by RCW 41.14.100)
- Solid writing skills and basic report preparation
- Ability to exercise sound judgment
- Some word processing/computer skills are desirable

Additional Qualifications For Lateral Applicants:

- Two to three years of custody experience in a comparable county, municipal or state agency in the United States
- Current certification through a state corrections academy (comparable to Washington State Academy)

- Have the ability to successfully complete the Washington State Training Commission's Academy within the first 6 months of employment and prior to completion of probation

SALARY

The salary range is \$20.92 - \$28.07 per hour. Clark County provides a benefits package which includes medical and dental insurance, paid holidays, vacation, and sick leave and retirement. This position is represented and requires membership in the Custody Guild. **NOTE: The salary range above does not include longevity pay.**

SELECTION PROCESS *

1. **Application** (Pass/Fail) – An application is required (on-line or paper). Incomplete applications will not pass the application review.
2. **Letter of Interest and/or Resume** (Optional) – In addition to the Clark County application, applicants may submit a letter of interest and/or resume detailing their experience in the areas mentioned above.
3. **Written and Physical Agility Exams:** (Written-Weighted 40%, Physical Agility-Pass/Fail)
 - **Both exams will be administered on THURSDAY AUGUST 16th, 2012 (Please allow at least 3.5 hours for the entire testing process)**
 - **Applicants are responsible for signing up for the exams. Please call Human Resources at (360) 397-2456 TO SCHEDULE YOUR EXAM TIME.**
4. **Application Screening:** All applications of successful candidates with the written exam will be screened based on citizenship, ability to work all shifts, and work history including job stability.
5. **Oral Interview:** (Weighted 60%) Interviews will be job-related and may include, but not be limited to, the qualifications outlined in the job announcement. Interviews will be conducted in September. The interview requires a passing score of 70% for continued consideration.
6. **Eligibility List:** Successful candidates' final overall scores will be placed in rank order (high score to low score).
7. **Comprehensive Background:** Will be conducted on all candidates in rank order as positions become available.
8. **Rule of Three:** As positions become available the top three candidates from the eligibility list will be invited to participate in the Sheriff's final selection interview.
9. **Post Offer Process:** Selected candidates will be given a polygraph exam, medical exam (includes drug testing), psychological exam and an additional physical agility test.

Veteran's Preference*

In accordance with the Revised Code of Washington (RCW) 41.04.010, employment preference is given to veterans who have been discharged within the last fifteen (15) years from military service, received an honorable discharge or received a discharge for physical reasons with an honorable record from active duty.

Qualifying candidates will receive 10% added to their final (combined written and oral board exam) scores unless they are receiving military retirement. If qualifying candidates are receiving military retirement, 5% will be added to their overall final score. Veteran's working for a city or county – who are called into active service for at least one or more years, may receive 5% to first promotional examinations only.

***NOTE: Veterans preference applies to all Clark County Sheriff's civil service entry-level positions. Please provide a DD214.**

About Clark County

Clark County, Washington is a growing community with a population in excess of 428,000, including the City of Vancouver (population 162,300). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

Equal Opportunity Employer

Clark County values diversity in the workplace and is an equal opportunity employer. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of

any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.