



OPEN ENTRY LEVEL

**DETENTION SERVICES LICENSED PRACTICAL NURSE**

SPOKANE COUNTY CIVIL SERVICE COMMISSION



**CLOSING DATE:** September 28, 2012 @ 4:30 p.m.

**TEST:** Oral Board Interviews  
October 2, 2012  
October 3, 2012 if necessary

**SALARY RANGE:** \$3606.90 – \$4866.96 + benefits  
(Step 1) (Step 7)

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**NOTE:** Positions will be at either Spokane County Jail or Geiger Corrections Center.

A tour of the facilities is strongly recommended.

**SHIFT WORK REQUIRED.**

**APPLICATION PACKETS**

**Submit the following documents to Civil Service when filing:**

- Civil Service Application packet
- Sealed official high school and college transcripts
- DD-214, if applicable (copy)
- Current driver's license (copy)
- Social security card (copy)
- Birth certificate (copy of state/county issued, not hospital record)
- Current Washington State LPN license (copy)
- \$15 processing fee (Check or money order only)

**Application packets without the attached documents listed above will be considered incomplete and will not be accepted.**

**MINIMUM REQUIREMENTS:**

- United States citizen, at least 21 years of age, able to read and write English language.
- Two years acute care and assessment skills experience as an LPN preferred. Will consider recent graduate.
- Must have a current Washington State LPN license.

- This is a union position and, as a condition of employment, the selected individual is required to join.
- Applicant must qualify through background review which includes integrity interview.
- Upon conditional offer of appointment, all applicants shall be subject to polygraph and medical evaluation.

**EXAMPLES OF DUTIES** (Includes but is not limited to the following):

Assist the physician with sick call.

Maintain medical records in compliance with all regulatory agency requirements.

Maintain the medical office, supplies and pharmaceuticals as well as emergency medical supplies and equipment throughout the jail.

Process written physician's orders.

Perform routine care as directed by the Detentions Services Registered Nurse and/or Nurse Manager.

Perform other tasks within the scope of practice as directed by the Detention Services Registered Nurse and/or Nurse Manager.

Perform other related duties as required.

**See reverse side for further information.**

**SELECTION FACTORS:**

**Knowledge of:**

- licensed practical nursing principles and concepts
- maintenance of records
- administering medications and procedures
- obtaining blood and other laboratory specimens

**Skilled in:**

- responding to manipulative behavior
- licensed practical nursing principles and concepts
- maintenance of records
- administering medications and procedures
- obtaining blood and other laboratory specimens

**Ability to:**

- administer medications
- obtain blood and other laboratory specimens
- communicate with people at all levels
- work without prejudice
- work within a criminal justice system

**WORKING CONDITIONS:** Works within a criminal justice system and correctional setting.

**BEHAVIORAL STANDARDS:** Respectful, courteous and friendly to other County employees and inmates. A team player that helps the organization meet its objectives. Effectively communicate with other County employees and inmates. Demonstrate honest and ethical behavior.

**All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment.**

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 31st day of August, 2012.

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Edward Thomas Jr., Acting Chair

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Nancy J. Paladino, Chief Examiner