



ENTRY LEVEL

DETENTION SERVICES CORRECTIONS DEPUTY

SPOKANE COUNTY CIVIL SERVICE COMMISSION



CLOSING DATE: November 16, 2012 at 4:30 p.m.

WRITTEN TEST: November 29, 2012
(November 30, 2012 if needed)

SALARY RANGE \$3311.68 - \$4468.62/mo. + benefits

PHYSICAL ABILITY TEST: Date to be Determined

Pre-test workshop will be held November 27 at 6:00 p.m. Seating is limited. Reservations are required and only accepted upon receipt of application.

Successful applicant may be assigned to work at Geiger Corrections or the County Jail.

- This is a union position and, as such, as a condition of employment, the selected individual is required to join.

APPLICATION PACKETS

Submit the following documents to Civil Service when filing:

- Civil Service Application packet
- Sealed official high school/GED and college transcripts (if applicable)
- DD-214, if applicable (copy)
- Current driver's license (copy)
- Birth certificate (copy, state or county issued only)
- Social security card (copy)
- Notarized copy of Physical Ability Waiver
- **Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).**

Physical Ability Test: See requirements at:

<http://www.spokanecounty.org/Sheriff/content.aspx?c=2066>
Grip strength of 90 lbs. in stronger hand/80 lbs. in lesser hand is required and will be tested. This will be combined with the PAT. Date to be determined.

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

Maintain security of the jail as primary responsibility. Maintain the safety, discipline and well being of inmates according to rules and regulations.

Maintain official jail records as required by law.

Receive, search, and book incoming inmates. Issue jail supplies, record and store personal effects and install inmates in cells.

Assist medical staff in caring for health of inmates. Render first aid as necessary.

Prepare and transport inmates to court, medical/dental appointments, hospital, guard duty, and other agencies.

Release inmates by established procedures of bail, court order or other authority.

Serve warrants, subpoenas, writs and other legal papers. Oversee food service, routine cleaning and personal hygiene of inmates. May be required to assist in fingerprinting and photographing individuals.

Testify in court or at hearings.

Performs other related duties as required.

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

MINIMUM REQUIREMENTS

- United States citizen who can read and write the English language. Must be at least 21 before first date of employment. Candidates who are 20 years of age may apply but cannot receive appointment until age 21.
- High school graduate or equivalent.
- Height and weight proportional and sufficient for physical restraint of inmates.
- Valid driver's license upon hire and throughout employment.
- Vision no worse than 20/100; correctable to 20/20 or 20/30 in lesser eye. No color vision deficiencies. Normal hearing.
- Applicant must qualify through background review which includes integrity interview and oral boards.
- Upon conditional offer of appointment, all applicants shall be subject to polygraph, medical and psychological evaluation.

SPOKANE COUNTY CIVIL SERVICE COMMISSION
1229 WEST MALLON, SPOKANE, WA 99260-0230
Phone: (509) 477-4711
www.spokanecounty.org/sheriff
EQUAL OPPORTUNITY EMPLOYER

SELECTION FACTORS

Ability to:

- learn procedures of booking, arraignment and release and jail record keeping
- handle emergency situations in an efficient and calm manner, acting quickly and effectively
- maintain effective supervisory relationships over inmates in custodial care and on work details
- effectively communicate both written and oral
- qualify in defensive tactics and hostage survival, CPR and basic first aid
- handle firearms safely and fire them accurately
- maintain control of own temper to remain in charge of situations
- learn rules and regulations governing all Jail personnel
- operate a computer

Skilled in:

- accurately maintaining records
- effective written and oral communication skills

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. Maintain positive working relationships with all co-workers and management personnel. Positively represent the County, maintaining the trust County residents have placed in each of us. Demonstrate honest and ethical behaviors.

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. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 12th day of October, 2012.

Edward Thomas, Jr., Acting Chair

Nancy J. Paladino, Chief Examiner