



Pend Oreille County

Civil Service Commission

Post Office Box 5060 • Newport, WA 99156-5060

(509) 447-2712 • FAX (509) 447-0595 Office

Hours: Monday through Friday 8:00 a.m. - 4:30 p.m.

ANNOUNCING COMPETITIVE EXAMINATION FOR CORRECTIONAL OFFICER

This exam is for the purpose of establishing a certified list of future candidates for employment. The eligibility of successful candidates shall remain in effect 2 years. Females urged to apply. APPLICANTS WILL BE SUBJECT TO PRE-EMPLOYMENT DRUG TESTING, POLYGRAPH AND PSYCHOLOGICAL EXAMS AND PHYSICAL AGILITY TESTING.

EXAMINATION SCHEDULE: Physical Agility: Wednesday, February 13, 2013 at 8:30 a.m. in the Civil Service Office at the County Courthouse, 625 W. 4th, Newport, WA. Written Exam: Wednesday, February 13, 2013, 1:00 p.m. at the County Courthouse, Commissioners' Meeting Room, 625 W. 4th, Newport, WA.

Examination test weight: written 90%, education & experience 10%. Physical Agility test is pass or fail. The examination will cover tests of proficiency in such matters only as will fairly determine the ability of the person examined to discharge the duties of Correction Officer in the Pend Oreille County Sheriff's Office.

SALARY & BENEFITS: Permanent appointments; union, vacation, sick leave, paid holidays, retirement plan, medical benefits, starting salary: \$2536.35 per month.

GENERAL MINIMUM QUALIFICATIONS:

1. Must be a U.S. citizen at time of appointment.
2. Must speak the English language clearly, fluently and at a normal conversational rate.
3. Must read, write legibly and spell correctly in the English language.
4. Must possess a High School diploma or equivalent.
5. Must be at least twenty-one years of age.
6. Must pass a polygraph examination to determine if the applicant is prone to violate the laws of Washington State or of the United States.
7. Must submit to a psychological evaluation to determine the applicant's suitability for employment in the position being sought.
8. Must cooperate in a back-ground investigation to determine the applicant's suitability for employment in the position being sought.
9. Must possess a current driver's license.

EXAMPLES OF DUTIES: Working with arrestees in the Pend Oreille County Jail and maintain jail safety and security. Enforce discipline and transport arrestees to court and other transports. Responsible for medical care of arrestees and render emergency medical aid. Receive and record bail money and arrestees' funds, review legal orders, maintain activity logs and property logs. All appointees must be First Aid/CPR certified upon appointment. Any person meeting the requirements may apply without regard to race, creed, sex or national origin.

CITIZENSHIP: Applicants for a position under Civil Service must be a citizen of the United States of America, who can read and write the English language.

TO APPLY: See website at: www.pendoreilleco.org or request an application from the Pend Oreille County Civil Service Office, P.O. Box 5060, 625 W. 4th St., Newport, WA. 99156, Monday through Friday 8:00a.m.-4:30p.m.; Telephone: 509 447-2712 for information. Civil Service Application Required. A non-refundable \$15.00 processing fee payable to Pend Oreille County Civil Service must accompany the original application packet.

APPLICATION DEADLINE: February 8, 2013 at 4:00 p.m. at the same location.

AMERICAN WITH DISABILITIES ACT: If you will need special accommodations to participate in the testing process please attach a letter to your application stating your request.

Veterans Credit will be allowed in accordance with Washington State Law.

PEND OREILLE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Pend Oreille County Civil Service Commission

Elizabeth Braun, Clerk

♻️ A recycled paper