

ISLAND COUNTY CIVIL SERVICE COMMISSION
P. O. BOX 5000
COUPEVILLE, WA 98239-5000
LINDA KAST MEEHAN, SECRETARY/CHIEF EXAMINER 360-678-7975

EXAMINATION ANNOUNCEMENT
AND
INFORMATION SHEET

DEPUTY SHERIFF – PATROL – ENTRY LEVEL

OPENING DATE: February 15, 2013
CLOSING DATE: Friday, March 29, 2013. Applications must be postmarked by 3/29/13.

Entry level salary: 84% of base wage – first year \$3,983.44 per month, plus a generous benefits package which includes medical, dental, \$25K life insurance, long term disability.

TO OBTAIN AN APPLICATION PACKET:

SEND a 9 X 12 INCH, SELF ADDRESSED STAMPED ENVELOPE WITH \$1.72 POSTAGE TO ISLAND COUNTY CIVIL SERVICE COMMISSION, P. O. BOX 5000, COUPEVILLE, WA 98239-5000.

APPLICATION PACKETS MAY ALSO BE OBTAINED AT THE SHERIFF'S OFFICE OR ISLAND COUNTY HUMAN RESOURCES OFFICE IN COUPEVILLE. TO REQUEST AN ELECTRONIC VERSION OF THE PACKET CONTACT l.meehan@co.island.wa.us .

APPLICANTS WILL BE CHARGED A \$25.00 TESTING FEE.

READ THIS ANNOUNCEMENT THOROUGHLY

IT CONTAINS VITAL INFORMATION ABOUT THE APPLICATION & TESTING PROCESS. A PHYSICAL AGILITY TEST WILL BE GIVEN. THIS IS PASS/FAIL ONLY.

DUTIES INCLUDE THOSE SET FORTH IN THE JOB DESCRIPTION APPROVED BY THE CIVIL SERVICE COMMISSION (A COPY OF WHICH IS ENCLOSED). THIS IS A FULL TIME POSITION AND MUST BE COMPETED FOR THROUGH A CIVIL SERVICE EXAMINATION.

WORK IS REVIEWED AND EVALUATED BY THE PATROL LIEUTENANTS, THROUGH OBSERVATION AND DEMONSTRATED ABILITY TO HANDLE A VARIETY OF WORK SITUATIONS.

NEW EMPLOYEES WILL SERVE A MINIMUM ONE (1) YEAR PROBATIONARY PERIOD. THE EMPLOYEE WILL BE FORMALLY EVALUATED AT LEAST

TWICE DURING THE PROBATIONARY YEAR, THEN SEMI-ANNUALLY THEREAFTER, FOR PERFORMANCE OF REQUIRED DUTIES.

APPLICATION PROCEDURE:

A COMPLETED APPLICATION AND ADDENDUM IS MANDATORY.

1. ANSWER EACH QUESTION FULLY AND CLEARLY
2. BE SURE TO SIGN THE APPLICATION IN THE SPACE PROVIDED.
3. UNSIGNED OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
4. A CASHERS CHECK OR MONEY ORDER IN THE AMOUNT OF \$25.00 (MADE OUT TO IS. CO. CIVIL SERVICE COMMISSION) MUST BE INCLUDED WITH YOUR APPLICATION.
5. A TYPED RESUME IS HIGHLY DESIRABLE. YOUR RESUME SHOULD CONTAIN YOUR COMPLETE WORK HISTORY, COMPLETE EDUCATIONAL HISTORY (INCLUDING MAJOR COURSES OF STUDY) AND YOUR COMPLETE HISTORY OF TRAINING COURSES THAT DIRECTLY AFFECT YOUR ABILITY TO PERFORM AS A PATROL DEPUTY.
6. INCLUDE ALL MILITARY TRAINING COURSES.
7. A COPY OF YOUR LATEST MILITARY DISCHARGE (DD214) MUST ACCOMPANY YOUR APPLICATION IF YOU ARE CLAIMING VETERANS PREFERENCE POINTS.

MINIMUM QUALIFICATIONS:

GENERAL: HIGH SCHOOL GRADUATION OR GED CERTIFICATE. APPLICANT MUST BE TWENTY ONE (21) AT THE TIME OF APPOINTMENT. BE A UNITED STATES CITIZEN, HAVE THE ABILITY TO READ AND WRITE THE ENGLISH LANGUAGE. MUST PASS THE REQUIRE CIVIL SERVICE EXAMINATIONS, AND SUCCESSFULLY ANSWER QUESTIONS DURING AN ORAL EXAMINATION. MUST HAVE THE ABILITY TO OBTAIN, OR HAVE IN POSSESSION, A VALID WASHINGTON STATE DRIVERS LICENSE, AT TIME OF APPOINTMENT. APPLICANTS MUST PASS A BACKGROUND INVESTIGATION, POLYGRAPH EXAMINATION AND A PSYCHOLOGICAL EVALUATION. THERE ARE VISION RESTRICTIONS.

EXAMINATION PROCESS:

ALL APPLICANTS WILL BE GIVEN A PHYSICAL ABILITY TEST. ONLY THOSE PERSONS WHO PASS THE PHYSICAL ABILITY TEST WILL BE ADMITTED TO THE WRITTEN EXAMINATION. MINIMUM PASSING SCORE ON THE WRITTEN EXAMINATION IS 70%. APPLICANTS WHO SCORE 70% OR MORE, **OR THE TOP 15 CANDIDATES,** WILL APPEAR BEFORE AN ORAL REVIEW BOARD.

WEIGHT OF EACH PHASE OF THE EXAMINATION IS AS FOLLOWS:

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| 1. | PHYSICAL ABILITY | PASS/FAIL |
| 2. | WRITTEN EXAMINATION | 70% |
| 3. | ORAL BOARD INTERVIEW | 30% |

A CIVIL SERVICE ELIGIBILITY LIST WILL BE ESTABLISHED. APPLICANTS WILL BE PLACED ON THE LIST IN ORDER OF THEIR FINAL SCORE. APPLICANTS WILL BE CERTIFIED FROM THIS LIST TO FILL VACANT POSITIONS IN ACCORDANCE WITH LOCAL CIVIL SERVICE RULES.

UPON RECEIPT OF THE SUBMITTED NAMES FROM THE ELIGIBILITY LIST, THE SHERIFF WILL SCREEN APPLICANTS FOR SELECTION AS FOLLOWS:

- A. PERSONAL INTERVIEW
- B. POLYGRAPH EXAMINATION – PASS/FAIL
- C. PSYCHOLOGICAL EXAMINATION – PASS/FAIL
- D. MEDICAL EXAMINATION AND PHYSICAL STANDARDS TEST
- E. BACKGROUND INVESTIGATION

ANY ADVERSE REPORT OR UNACCEPTABLE RESULT IN ANY OF THE ABOVE FIVE (5) STEPS WILL RESULT IN TERMINATION OF THE APPLICANT'S CANDIDACY AND REMOVAL OF HIS/HER NAME FROM THE ELIGIBILITY LIST. ALL APPOINTMENTS ARE SUBJECT TO SUCCESSFUL COMPLETION OF A **MINIMUM ONE (1) YEAR PROBATIONARY PERIOD.**

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER