



*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 FEMALE CORRECTIONS 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: Thursday, March 27, 2013 at 8:30 a.m. in the Civil Service Office at the County Courthouse, 625 W. 4<sup>th</sup>, Newport, WA. Written Exam: Thursday, March 27, 2013, 1:00 p.m. at the County Courthouse, Commissioners' Meeting Room, 625 W. 4<sup>th</sup>, 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 Female Corrections 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: \$2511.24 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.
10. Applicants for this position must be female and meet all of the "General minimum Qualifications" listed above. Vision must be 20/100 corrected to 20/20 with no color blindness.

**EXAMPLES OF DUTIES:** The Female Corrections Officer is responsible for booking, searching and releasing prisoners; conducting security checks and maintaining security in all areas of the correction facility; writing required reports/documentation of activity; supervise meal service, visitation, recreation and work activities of inmate workers; answer telephones; take informal action to correct inmate behavior as appropriate; monitor jail access. May be required to use physical force to restrain/control violent or uncooperative inmates, and be able to defend against attack by an inmate. Required to escort prisoners to court appearances and exercise good judgment in court room security. Shall be assigned other individual duties that may include, but not limited to: food ordering, computerized data entry, commissary, fire/safety inspections, Electronic Home Monitoring. Performs such other duties as may be required. 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](http://www.pendoreilleco.org) or request an application from the Pend Oreille County Civil Service Office, P.O. Box 5060, 625 W. 4<sup>th</sup> 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:** March 21, 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

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