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CORRECTIONS DEPUTY: NOTICE OF EXAMINATION

The Grays Harbor County Civil Service Commission is establishing an eligibility list for entry-level Corrections Deputy for the Grays Harbor County Sheriff's Office. There are presently 4 existing vacancies to be filled in the Corrections Deputy classification. The salary range for Corrections Deputy is \$4,114 to \$5,118 per month plus benefits. Successful applicants who are qualified may be given lateral consideration at the Sheriff's discretion. Testing will include physical ability, written, background, and oral exams. The physical and written exams are scheduled for **November 14, 2020**, and the oral board will be on **December 10/11, 2020**. Applicants must be 21 years of age by the date of hire. The established list could be valid for at least 6 months. All positions require successful completion of a 12-month probationary period. Please read this entire notice to clearly understand the application and testing process. A job description and a link to apply for testing are available at Neogov: www.governmentjobs.com/careers/graysharbor. This link will close at the application's closing date, therefore save a copy of this notice to refer to throughout the exam process for times/locations.

Application Process: To apply for the Corrections Deputy civil service exams, applicants are encouraged to use the Neogov application process. The application must be submitted by the **closing date of 5:00 p.m., October 30, 2020**. *Applications received after that date and time will be rejected.* If necessary, you may apply using a Word link on the Civil Service webpage on the Grays Harbor County website. These applications must be mailed (or emailed) to Chief Examiner Ballou at the above address, postmarked no later than **October 30, 2020**.

Typing Ability: Normally applicants are required to provide certified proof of their ability to type at least 20 wpm. This requirement for a certified typing test is temporarily suspended due to Covid-19. However, the ability to type at least 20 wpm will continue to be a minimum qualification for Corrections Deputy. Applicants must demonstrate this skill during their pre-employment departmental interview. If hired, typing skills will be periodically evaluated for suitable speed and accuracy during the 1-year probationary period.

Examination Process: The process includes four tests: a physical ability test, a written exam, a pre-eligibility background exam, and an oral board interview. Applicants must present picture identification at each portion of on-site testing (physical, written, and oral; the background portion will be digital). Applicants who do not have picture ID will not be admitted to the exams. Applicants must appear for all testing at the time and date specified. Failure to do so will bar the applicant from the examination process. Makeup tests will not be given. Applicants must pass each test to be eligible to progress through the exam process.

The physical ability test will be given first and includes three events: push-ups, sit-ups, and a 1.5-mile run. The physical ability test is a pass/fail test. The GHC Sheriff's Office requires that applicants perform 12 to 18 sit-ups within 60 seconds, 15 to 23 push-ups, and run 1.5-miles within a prescribed

period depending on your sit-up/push-up reps (max about 17 min). You must pass all three events in order to pass the physical ability test and advance to the written exam.

The physical ability test will be given at the Montesano High School track, across the street from 303 North Church St., Montesano, WA on Saturday, **November 14, 2020** beginning at 9:00 a.m. Look for signs reading Civil Service Testing. You will note that each of these physical ability activities is rather strenuous. You should attempt these activities only if you are in excellent health. If you have questions about your physical condition, consult your doctor before taking this test. You will be asked to sign a responsibility release before taking the physical ability test. *Please appear for the physical ability test dressed in clothing suitable for these activities, which will be conducted **outside and regardless of inclement weather.***

Part two of the civil service process is a written, multiple-choice examination to determine basic ability to successfully perform the duties of a Corrections Deputy. This exam will be given on **November 14, 2020**, at Montesano City Hall located at 112 N. Main St. in Montesano. Please arrive by 12:45 p.m. for sign in and instructions. When arriving for the exam, please leave **all** electronic devices in your vehicle. Signs will direct you to the testing area. Applicants will need about 2 hours for the exam and must score a minimum of 70% to pass the written exam. Applicants who pass the written exam will receive by email the Pre-Eligibility Background Exam (PEBE). Failed applicants will receive a notification letter by mail.

Part three of the process is the PEBE questionnaire, which will be administered via email. All exam material is confidential and remains the property of the Civil Service Commission. The exam will include instructions and a specified due date (November 30, 2020). If you do not receive your PEBE by **November 19th**, please contact my office. Those candidates who pass the background exam will advance to the oral board (interview), which is the fourth part of this process. Each applicant will receive a letter notifying them of their qualification to advance and informing them of their oral board date, time, and location. The oral board is tentatively scheduled for **December 10 or 11, 2020**. Minimum passing score for the oral exam is 70% out of a possible 100 points.

Veteran's Scoring Criteria: Veteran's points will be added to *passing* final scores, if applicable. Veterans must have had an honorable discharge and must not yet have been employed by the state of Washington or any of its political subdivisions (e.g., counties or public utilities) or municipal corporations. That is, if an applicant has already been employed by this state, they may not claim points because they will have already accepted a first appointment (even if points were not used; see RCW 41.04.010). If claiming veteran's preference points, please submit a copy of the DD214 discharge papers *with your initial application*.

Selection Procedure: Final scores will be tabulated and applicants ranked on the Corrections Deputy Eligibility List in descending order. This list could be valid for 6 months or more. It is the responsibility of those on the eligibility list to inform the Civil Service Commission of any change to their address during the life of the list. Failure to do so is cause for removal from the list. For the initial openings in the Corrections Deputy class, the Chief Examiner will submit the top 5 names on the eligibility list to the Sheriff for consideration. During this portion of the hiring process, applicants will be subject to a complete background check (including criminal history) and will undergo physical, psychological, and polygraph examinations. As subsequent openings occur, additional sets of names will be forwarded to the Sheriff.

Grays Harbor County is an equal opportunity employer.

CORRECTIONS DEPUTY

Revised: December 11, 2008

DEFINITION: A commissioned law enforcement officer whose primary duties are the care and custody of inmates in the Grays Harbor County Jail.

MINIMUM QUALIFICATIONS: Be a citizen or a lawful permanent resident of the United States. Be at least 21 years of age by date of hire. Have no record of felony conviction, no record of gross misdemeanor/misdemeanor conviction for crime involving controlled substances or physical harm; be free from any physical condition which might adversely affect performance of duty as a Corrections Deputy; must be free from any psychological condition which might adversely affect performance of duty as a Corrections Deputy based on an evaluation by a clinical psychologist. Must be a high school graduate or have passed the General Education Development test. Must be examined by a licensed physician to verify that applicant is physically sound and free from any physical defect which might adversely affect performance as a Corrections Deputy. Must possess a valid Washington State driver's license.

BASIC KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of federal, state and local laws. Knowledge of department mission, goals, policies and procedures. Knowledge of related criminal justice and social service systems and their function. Skill in observation and retention of details. Skill in the use of firearms. Ability to relate effectively to others in tense and/or hostile situations. Ability to perform effectively under extreme stress. Ability to communicate in a clear, accurate, comprehensive and concise manner in both verbal and written form. Maintain high standard of physical condition. Must have skills in data entry using a keyboard at 20 wpm and possess the ability to perform basic computer functions. Regular attendance of job assignment.

PROFESSIONAL ETHICS AND ATTITUDES: The Corrections Deputy performs duties commensurate with professional ethics and attitudes demanded by the police code of ethics, departmental goals and community needs.

MENTAL DEMANDS: The Corrections Deputy position requires a mature and stable personality who must be able to work under stressful conditions. A Corrections Deputy must be able to make decisions and take affirmative action in dangerous and unpredictable situations. A Corrections Deputy must make decisions based on knowledge and experience rather than emotional impact.

A Corrections Deputy must be duty responsive 24 hours a day. Corrections Deputy must be able to assimilate large amounts of complicated information and put this into a clear and concise written form.

WORKING CONDITIONS: A majority of working time is spent indoors; however, transports or escorts may require Corrections Deputy to be subjected to extreme temperatures and inclement weather.

Corrections Deputy must occasionally engage in physical confrontations, and/or lift and carry people and objects, requiring good physical condition.

Limited Corrections Deputy assignments may occur in Identification, Civil, Records, or other parts of the Department. The Corrections Deputy may also be required to serve civil processes.

ACCOUNTABILITY: A Corrections Deputy is required to make independent decisions without supervision subject to departmental review. A Corrections Deputy's actions may be subject to community and department criticism. A Corrections Deputy may also be subject to department discipline and/or lawsuit.

ROUTINE DUTIES: Be responsible for enforcing Policies and Procedures of the Corrections Facility, prevent escapes, maintain order and discipline among inmates, escort inmates to and from cells to courts and other related appointments, and provide supervision and security while maintaining custody of those detained. Must be aware of potential security problem areas including court, escorts/transport, and criminals known to be violent or escape risk. Must be observant and have the ability to distinguish suspicious and irregular activities. Collect information on inmate activity through in-service training and shift briefing. Conduct preliminary inquiry regarding possible jail rules or law violations, obtaining and verifying factual information from examination of inmates, jail equipment, and premises. Investigate and/or handle inmate complaints, excessive noise, mentally ill persons; provide first-aid for injuries, illness, drug overdose, or attempted suicide victims.

Work also includes operation and inspection of security devices, reporting of jail rules violations, supervision of inmate visitations, maintaining jail records by reports, booking information, and filing of pertinent court orders and related paperwork. Receive assignments and instructions from a superior officer with work reviewed in the form of evaluations, reports, personal inspection, and conferences.

Control inmates by personal contact and patrolling cell areas, courtrooms and jail corridors, and other work assigned areas. Use restraining devices and techniques in control and escort of inmates.

Make inmate head counts; check living areas for sanitary conditions, fire and safety hazards; and inspect for contraband.

Operate electric jail control panel for control of jail gates, meet with the public on such matters as jail visiting hours, receiving bail or fine money, control admission of professional visitors, attorneys, and bondsmen.

Must have skills in entering data into a computer at 20 wpm; must possess the ability to learn basic computer functions including data entry in the records management system and word processing functions in the form or report writing.

ASSIST/COOPERATE WITH PATROL/CRIMINAL INVESTIGATION: Corrections Deputies must have the ability and knowledge to recognize a crime scene, and to take those initial steps required to preserve evidence if necessary. Corrections Deputies may be called upon to assist investigating officers in the identification of witnesses and suspects.

REPORT WRITING: Know and use the proper style or mode for reporting and communicating information. Provide complete reports of actions, specifying all details that aid in reconstruction of the incident and prosecution.

PUBLIC RELATIONS: Corrections Deputies are called upon to receive inquiries, complaints, and requests for general information relative to the Corrections Division.

TRAINING: Must attend, complete, and pass the Washington State Corrections Officer Academy as certified by the Criminal Justice Training Commission, and those standards set by the Governor's Commission on training standards as per RCW 43.101.220. Ongoing annual training requirements will be met in compliance with department policy.

Obtain basic first-aid and CPR qualifications, and maintain qualification or certification card.

Perform other duties and tasks as assigned and necessary.