

**CIVIL SERVICE
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CHIEF EXAMINER:
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DEPUTY SHERIFF: NOTICE OF EXAMINATION

The Grays Harbor County Civil Service Commission is establishing an eligibility list for entry-level Deputy Sheriff for the Grays Harbor County Sheriff's Office. There are presently 4 existing vacancies to be filled in the Deputy Sheriff classification. The salary range for Deputy Sheriff is \$4,562 to \$5,883 per month (after 5 years), plus benefits. Applicants with current lateral qualifications will be given lateral benefits consideration. Testing will include physical ability, written, background, and oral exams. The physical and written exams are scheduled for **May 5, 2018**, and the oral board will be on **May 30 or 31, 2018**. Applicants must be 21 years of age by the written test date. The established list will be valid for at least 6 months, and validity may be extended for up to 2 years. 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 *GHC Civil Service Application for Examination* are attached to this notice.

Application Process: To apply for the Deputy Sheriff civil service exams, applicants must complete the *Application for Examination* that follows this notice. If necessary, a hard copy of the application may be picked up at the Sheriff's Office in Montesano (100 W. Broadway, Ste. 3) or at the WorkSource office in Aberdeen (415 W. Wishkah, Ste. 2D). Before submitting this application, applicants must sit for a certified 3-minute typing test to verify keyboarding skills of 20 wpm. An online, do-it-yourself typing test will *not* suffice. Please see the table below for a list of suggested typing test locations:

Location	Contact Information
WorkSource, Grays Harbor County, Aberdeen	360.538.2350; 415 W. Wishkah, Ste. 2D,
WorkSource, Kitsap County, Bremerton	360.337.4810; 1300 Sylvan Way
WorkSource, Lewis County, Chehalis	360.748.2360; 151 NE Hampe Way
WorkSource, Mason County, Shelton	360.427.2174; 2505 Olympic Hwy N, Ste. 420
WorkSource, Pacific County, Long Beach	360.642.6213; 2601 Pacific Hwy N
WorkSource, Pierce County, Tacoma	253.593.7300; 1305 Tacoma Ave. S, Ste. 201
WorkSource, Thurston County, Tumwater	360.704.3600; 1570 Irving St. SW

Other WorkSource offices may be used as well. After obtaining the typing certificate, **mail** both the completed application and the typing certificate to the Grays Harbor County Civil Service Commission, Chief Examiner Lisa Ballou, at the address included in the letterhead above. The application must be completed and postmarked by the **closing date of April 20, 2018**. *Applications postmarked after that date will be rejected.* Please call the office at the number above if you have questions.

Examination Process: Applicants will be given four types of 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 electronic). 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. Make-up tests will not be given. Applicants must pass each test to be eligible to continue in the exam process.

The physical ability test and written exam will be given at Montesano High School, 303 North Church St., Montesano, WA on Saturday, **May 5, 2018** beginning at 9:00 a.m. (Directions: Approach Montesano on Hwy 12E or Hwy 12W, take the Montesano/Raymond exit. At the stop sign turn north onto Main and proceed through the light and then three blocks farther to Spruce. Take a right and go three blocks east to Church, park in lots along Church.) We will meet in the Commons to sign in; look for signs reading Civil Service Testing.

The physical ability test battery will be given first and includes three events: push-ups, sit-ups, and a 1.5-mile run. 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. The 1.5-mile run will be conducted outside and regardless of inclement weather.

The physical ability test is a pass/fail test. Applicants must perform a minimum of 30 sit-ups within 60 seconds, 21 push-ups, and run 1.5-miles in 14:31 (min:sec) at most. You must pass all three events in order to pass the physical ability test and advance to the written exam. For further information on the physical ability standards and on suggested training exercises, go to www.cjtc.state.wa.us. On the home page, see WSCJTC Quick Links and select Basic Training; in Basic Law Enforcement Academy, select that link below. Find Physical Ability Test and select BLEA PAT Guidelines.

A written, multiple-choice examination to determine basic ability to successfully perform the duties of a Deputy Sheriff will also be given on **May 5, 2018**, starting at 1:00 p.m. in the Commons at Montesano High School. Signs will direct you to the testing area. Applicants will have 2:10 hours to complete the exam and must score a minimum of 70% to pass the written exam. Applicants who pass the written exam will receive by email their score and the Pre-Eligibility Background Exam. Failed applicants will receive a notification letter by mail.

The background exam (questionnaire) will be administered via email. All exam material is confidential and remains the property of the Civil Service Commission. This material will be shared only with the GHC Sheriff's Office if necessary. The exam will include instructions and a specified due date. Those candidates who pass the background exam as qualified will advance to the oral board exam. Each will receive a letter notifying them of their qualification to advance and of their oral board date, time, and location. The oral board is tentatively scheduled for **May 30/31, 2018**. Minimum passing score for the oral exam is 70% out of a possible 100 points. Following testing, the individual test scores will be given the following weights:

Physical Ability Test: pass/fail; Written Exam: 50% of raw score; Oral Board Exam: 50% of raw score.

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 Civil Service Application*.

Final scores will be tabulated and applicants ranked on the Entry-Level Deputy Sheriff Eligibility List in descending order. When the Civil Service Commission has certified this eligibility list, it could be valid for 6 months and may be extended for up to 2 years. 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. Changes to contact information may be sent to the address included in the letterhead above.

Selection Procedure: For the initial openings in the Deputy Sheriff 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.

DEPUTY SHERIFF

Job Description

DEFINITION: A commissioned law enforcement officer whose primary duties are to provide law enforcement services in the unincorporated portions of Grays Harbor County.

MINIMUM QUALIFICATIONS: Be a U.S. citizen and at least 21 years of age by May 5, 2018. 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 Deputy Sheriff; be free from any psychological condition which might adversely affect performance of duty as a Deputy Sheriff 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 Deputy Sheriff. In addition to the physical and psychological evaluations mentioned above, applicants will undergo a polygraph exam and be subject to an extensive background check. Must possess a valid Washington State driver's license. This job is subject to a 12-month probation period.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of Federal, State and local laws. Knowledge of police related Constitutional and judicial rulings. 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 keyboarding skills at 20 wpm and possess the ability to perform basic computer functions to include data retrieval from state and local systems. Regular attendance of job assignment.

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

MENTAL DEMANDS: The Deputy Sheriff position requires a mature and stable personality and must be able to work under stressful conditions. A Deputy Sheriff must be able to make decisions and take affirmative action in dangerous and unpredictable situations. A Deputy Sheriff must make decisions based on knowledge and experience rather than emotional impact. A Deputy Sheriff must be duty responsive 24 hours a day. Deputy Sheriffs must be able to assimilate large amounts of complicated information and put this into a clear and concise written form.

WORKING CONDITIONS:

Majority of working time is spent outdoors which requires a Deputy Sheriff to be subjected to temperature extremes.

A Deputy Sheriff is required to maintain a seasonal uniform in accordance to Department Policies and Procedures. A clothing/uniform allowance is provided by contract.

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

Limited assignments may occur in Identification, Civil, Records, or other parts of the Department. A Deputy Sheriff may serve civil processes and confiscate property by Court Order.

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

ROUTINE PATROL: A Deputy Sheriff must have a good geographical knowledge of the county and ability to read maps; be aware of problem areas including commercial, traffic, high crime and known criminals. A Deputy Sheriff is required to be observant and have the ability to distinguish suspicious and irregular activities. A Deputy Sheriff collects information on criminal activity through shift briefings. Deputies conduct preliminary inquiry regarding possible law violations, obtaining and verifying factual information from examination of persons, vehicles and premises.

TRAFFIC ENFORCEMENT AND COLLISION INVESTIGATION: Deputy Sheriff must have proficient knowledge of traffic laws as required to investigate traffic collisions and facilitate the flow of traffic through the issuance of traffic citations and warnings. A Deputy must observe and identify pedestrian and vehicular irregularities and give information and assistance to motorists. Deputy must have ability to use enforcement aids such as radar, breath testing, for example.

CRIMINAL INVESTIGATION: Knowledge of criminal law is necessary to determine what crimes have been committed. Investigations require that Deputies preserve the crime scene, gather, collect and preserve evidence, interview witnesses and suspects, take necessary steps to locate, identify and return property taken from the rightful owner, and take into custody persons responsible for criminal activity per department policy as well as prepare the necessary reports, court appearance and testimony as required.

REPORT WRITING: Reports will be completed in accordance with department policy.

PUBLIC RELATIONS: A Deputy Sheriff must have the ability and desire to deal with and be responsive to individual needs. Deputies aid in improving police and community relations by participating in community education and one on one interaction with citizens.

PROFESSIONAL TRAINING: Deputies must attend, complete and pass the Washington State Basic Law Enforcement Academy as certified by the Criminal Justice Training Commission and those standards set by the Governor's Commission on training standards as per RCW 43.101.200 or be certified by the WSCJTC Equivalency Academy. Obtain basic first-aid CPR qualifications and maintain qualification as required. Annual ongoing training requirements as per department policy.

BENEFITS: Deputies currently work a 4-day on/4-day off 11-hour shift. Benefit package includes 13 paid holidays, 9 hours of sick leave per month, vacation time beginning at 8 hours per month the first year and reaching a maximum of 18 hours per month at 15 years of service, deferred compensation match, education incentive, longevity pay, shift differential, uniform allowance, take home car (in-county residents), wellness incentive, employer paid life-insurance, Teamsters' health and welfare package currently 100% employer paid for employee and family.

5. EDUCATION, TRAINING, LICENSES (cont.)

Other Courses/Training	City and State	Dates Attended	Certificate and Year

Professional License/Certificate	State/Date of Issue	License Number	Expiration Date

List any other skills, abilities, or experiences you feel may be relevant to this position: _____

COMPUTER KEYBOARDING REQUIREMENT: Have you provided with this application a certificate stating that you meet the minimum keyboarding (typing) requirements of 20 wpm for this position? Yes ____ No _____. See this position’s Job Description and the Notice of Exam for clarification of keyboarding speed and application deadline.

Please list all software in which you are proficient:

Software	Years of Experience	Equipment, Hardware, Other Info

LANGUAGES: Are you fluent in languages other than English? Yes _____ No _____. If *yes*, please list and describe experience: _____

6. **EMPLOYMENT HISTORY:** Please list all periods of employment and unemployment in the past 10 years. Begin with present or most recent; attach supplemental pages if needed; omit nothing.

Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	

6. EMPLOYMENT HISTORY (Cont.)

Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
Employer:	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	

7. WORK SCHEDULES:

Can you work rotating shifts with various hours? Yes _____ No _____

Can you meet a work schedule that includes weekends and/or holidays? Yes _____ No _____

8. DRIVING RECORD

Please list any traffic citations you have received during the past 5 years:

Date	Location	Issuing Agency	Charge	Reduced To	Disposition

Current Driver's License Number _____ State _____ Expiration _____

Have you previously taken a civil service exam with the Grays Harbor County Civil Service Commission?
 No _____ Yes _____. If *yes*, when? _____ For which position? _____

How did you learn of this position? GHC website___; Sheriff's Office___; Daily World/Vidette___;
 WorkSource___; JBLM___; military ads___; JobNet ___; WSCJTC___; GHCollege___; Facebook___;
 personal referral_____; other_____

CERTIFICATION: I hereby certify that all statements made in this application are complete and true to the best of my knowledge. I understand and agree that any false or misleading statement or information herein shall be considered cause for application rejection, removal from eligibility list, employment disqualification, or discharge from employment. I realize that during my application and hiring process I will be subject to a background check to include criminal history, a polygraph, a psychological evaluation, and a physician's approval.

 Signature of Applicant

 Date