

**CIVIL SERVICE  
COMMISSIONERS:  
Bob Barton, District 1  
Gary Parfitt, District 2  
Keith Fouts, District 3**



**CHIEF EXAMINER:  
Lisa Ballou**  
310 W. Spruce Ave., Rm. 217  
Montesano, WA 98563  
360.964-1572  
[lballou@co.grays-harbor.wa.us](mailto:lballou@co.grays-harbor.wa.us)

## **Notice of Examination for Corrections Deputy**

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 3 existing vacancies to be filled in the Corrections Deputy classification. The salary range for Corrections Deputy is \$4,133 to \$4,663 per month, plus benefits. Applicants must be 21 years of age by the test date of **May 20, 2017**. Successful applicants who are qualified may be given lateral consideration at the Sheriff's discretion. 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 Corrections Deputy civil service exams, applicants must complete an *Application for Examination*, which 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). The application must be completed and postmarked by the **closing date of May 5, 2017**. 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:

<b>Location</b>	<b>Contact Information</b>
WorkSource, Grays Harbor County, Aberdeen	360.538.2350; 415 W. Wishkah, Ste. 2D,
WorkSource, Kitsap County, Bremerton	360.337.4873; 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, Raymond	360.934.5841; 600 Washington St.
WorkSource, Pierce County, Tacoma	253.593.7300; 1305 Tacoma Ave. S, Ste. 201
WorkSource, Thurston County, Tumwater	360.570.6954; 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. Call the office if you have questions.

**Examination Process:** Applicants will be given three types of tests: a physical ability test, a written exam, and an oral board interview. After submitting a timely application, applicants may consider themselves qualified to take the physical ability test unless notified otherwise by the Chief Examiner. Applicants must present picture identification at each portion of testing. 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 continue in the exam process.

The physical ability test and written exam will be given at Montesano High School, 303 North Church Street, Montesano, Washington on Saturday, **May 20, 2017** beginning at 9:00 a.m. (Directions: Approach Montesano from 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 Spruce or to the left along Church. To find your entrance to the gym, use the stairs by the tennis courts or go around front. Look for signs.)

The physical ability test is pass/fail 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.

During the course of the test, applicants must complete a minimum of 15 push-ups, 12 sit-ups within 60 seconds, and perform the 1.5-mile run at a time no slower than 17:54 (min:sec). You must pass all three events in order to pass the physical ability test. A verbal notice of pass or fail will be given at the testing site. You must pass the physical ability test to qualify for the written exam. (For further information on the physical ability standards and on suggested training exercises, go to [www.cjtc.state.wa.us](http://www.cjtc.state.wa.us). From the Main Directory select Employment; click on Corrections Division, select Corrections Officers Academy; scroll down to Physical Ability Test, then select CO PAT Guidelines.)

The written exam is multiple-choice and is designed to determine basic ability to successfully perform the duties of a Corrections Deputy including conducting rounds, supervising inmates, managing activities, booking/release, and writing reports. The exam will be given the afternoon of **May 20, 2017** at Montesano High School. Signs will direct you to the testing area in the Commons. Please arrive by 12:45 p.m., leave all electronic devices in your vehicle, and be prepared to again present picture ID. Applicants will have 2 hours to complete the exam and must score a minimum of 70% to pass the written exam, which consists of 90 questions. Applicants who take the written exam will be notified by letter of their score, and those who pass the written exam will advance to the oral board exam. Those candidates will be notified in writing of the date and time of their individual oral appointment, tentatively scheduled for **May 31/June 1, 2017**. Minimum passing score for the oral exam is 70% of a possible 100 points.

Final scores will be a total of 50% of the written exam score and 50% of the oral board score. Veteran's preference points will be added to passing total scores, if applicable and only for a first appointment (accepted position). (If claiming veteran's preference points, submit a copy of the DD214 discharge papers *with the application*. Upon employment, employee will certify they have not previously obtained employment using veteran's preference points.) Following tabulation of final scores, applicants will be ranked on the Corrections Deputy Eligibility List in descending order. When the Civil Service Commission has certified this eligibility list, it may be valid for 6 months and validity may be extended at the Sheriff's request. It is the responsibility of those on the eligibility list to inform the Civil Service Commission of any change in 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 above, at the top of this Notice.

**Selection Procedure:** For the initial openings in the Corrections Deputy class, the Chief Examiner will submit the top 7 names on the eligibility list to the Sheriff for consideration in filling the positions. During this portion of the hiring process, applicants will be subject to departmental interviews, a 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.  
Lisa Ballou, Chief Examiner, Grays Harbor County Civil Service Commission

## 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 of the United States. Be at least 21 years of age by May 20, 2017. 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.

**GHC Civil Service Commission**  
**Application for Exam: Entry-Level**  
**Mail to: 310 W. Spruce Ave., Rm. 217, Montesano, WA 98563**

**Closing Date: May 5, 2017**

1. POSITION APPLYING FOR: \_\_\_\_\_ Corrections Deputy \_\_\_\_\_

2. FULL NAME: \_\_\_\_\_

U.S. Citizen: YES \_\_\_\_\_ NO \_\_\_\_\_; Date of Birth: \_\_\_\_\_

Last 5 Digits of Social Security Number: \_\_\_\_\_

3. LEGAL ADDRESS:  
 Current Residence: \_\_\_\_\_

Street City State Zip

Mailing Address: \_\_\_\_\_

Street City State Zip

Home Phone: ( ) \_\_\_\_\_; Cell Phone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

4. MILITARY STATUS: Have you served in the United States military services? Yes \_\_\_\_\_ No \_\_\_\_\_

Branch: \_\_\_\_\_; Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_

Do you claim Vet. Preference Points? Yes \_\_\_ No \_\_\_; If *yes*, attach DD214 to application.

5. EDUCATION, TRAINING, LICENSES:

High School/GED:

High School Name/GED Agency	Location	Year Graduated/GED
-----------------------------	----------	--------------------

Post High School Education: Here and on the following page, list formal education at college/university/technical/other levels. Use additional pages if needed; also list any professional licenses and certifications.

Name of School	City and State	Dates Attended	Degree or Credits and Year	Major

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 requirement 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: \_\_\_\_\_

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.

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

6. EMPLOYMENT HISTORY (Cont.)

<b>Employer:</b>	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
<b>Employer:</b>	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
<b>Employer:</b>	
Address:	
Job Title:	Phone Number:
Dates Employed:	Hrs. Worked Weekly:
Supervisor:	
Primary Duties:	
Reason for Leaving:	
<b>Employer:</b>	
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. CRIMINAL HISTORY:

The Grays Harbor County Sheriff's Office places GREAT emphasis on integrity. A criminal record will not automatically disqualify your application, but lying about your record will. Please be honest as you complete your application.

Have you ever been cited or convicted for any offense, violation of any statute or ordinance, law, or regulation by civil or military authorities? Yes\_\_\_\_\_ No\_\_\_\_\_

If *yes*, please describe below:

Date	Location	Arresting Agency	Original Charge	Reduced To	Disposition/ Court Action

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\_\_\_; GHCSO\_\_\_; Daily World/Vidette\_\_\_; WorkSource\_\_\_; JBLM\_\_\_; JobNet \_\_\_; WSCJTC\_\_\_; GH College \_\_\_; military ad\_\_\_; personal referral \_\_\_\_\_

**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; criminal history; polygraph, psychological, and physical exams.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date