

GRAYS HARBOR COUNTY

CLASS TITLE: CIVIL SERVICE SECRETARY-CHIEF EXAMINER

SALARY RANGE: Part-time at \$15.00 per hour, with no benefits, for five (5) hours minimum per month with additional work hours as may be required.

BASIC FUNCTION:

Under the direction of the Civil Service Commission, perform technical work in recruitment and selection; develop and administer examinations for positions in the Sheriff's Department classified service; and serve as Secretary Examiner to the Civil Service Commission.

REPRESENTATIVE DUTIES:

*** Develop recruitment and selection procedures for various positions and submit to Civil Service Commission for adoption; create or obtain test questions for entry-level and promotional positions; develop assessment center exercises and administer tests for entry and promotional civil service positions.**

*** Serve as Secretary and Chief Examiner to the Civil Service Commission providing recommendations for policy changes, examination content and scoring, and amendments to rules and regulations.**

*** Prepare, monitor and control Civil Service budget; interpret Civil Service rules and regulations as required by County officials and employees.**

*** Prepare and maintain a variety of records, files, reports, eligibility lists and certifications relative to the Civil Service functions; serves as claims officer and public records officer and assures proper storage, organization and retrieval of information.**

*** Assure compliance with Civil Service rules and regulations; attends Civil Service meetings.**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of Civil Service administration.
- Recruitment and selection procedures.
- Development of legally-defensible examination tests and assessment centers.
- Technical functions and operations of a Civil Service Commission.
- Laws, rules and regulations related to assigned activities.
- Oral and written communication skills.

- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform technical work in recruitment and selection.
- Develop and administer examinations for various entry level and promotional positions.
- Serve as Secretary and Chief Examiner to the Civil Service Commission.
- Work independently and make decisions within broad guidelines.
- Maintain the confidentiality of sensitive information.
- Provide technical information to the public, county officials and employees regarding Civil Service rules and regulations.
- Analyze situations accurately and adopt an effective course of action.
- Read, interpret, apply and explain rules and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective relationships with others.

EDUCATION AND EXPERIENCE:

Minimum of High School graduate, preferably with experience in business, human resources, or related field or civil service work in the public sector.

WORKING CONDITIONS:

Work is performed in an office environment.

FINAL DATE TO APPLY:

January 31, 2012

*** Denotes Essential Job Functions**