

# **NOTICE OF EXAMINATION FOR LATERAL CORRECTIONS OFFICER**

Pacific County Sheriff's Office

Notice is hereby given that the Pacific County Civil Service Commission is accepting applications for Lateral Corrections Officer for the Pacific County Sheriff's Office.

The Civil Service Examiner will accept applications for examination until  
**December 16, 2021 at 3pm.**

The salary range for Corrections Officer is \$3,627 - \$4,275.

### **Lateral Corrections Officer Minimum Qualifications**

- Graduation from the Washington State Corrections Officer Academy or equivalent academy.
- US Citizen or legal permanent resident.
- Minimum age of 18 at time of appointment.
- High School diploma or G.E.D. certificate.
- Valid driver's license.
- Ability to read and write English as required by RCW 41.14.100.
- Candidates must be able show proof of ability to type minimum 20 wpm.
- Meet Pacific County Sheriff Office's Employment Standards.

### **Duties Include:**

- Booking prisoners
- Releasing prisoners
- Assisting in feeding prisoners
- Disciplining prisoners for violation of jail rules
- Supervising prisoner cell movement, recreation activities, chapel, special call-outs
- Transporting prisoners
- Completing reports, forms, etc.

*All duties performed are in accordance with state law and departmental policies and procedures. Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.*

### **Application Procedure**

- Applications may be obtained at the Pacific County Courthouse Annex Suite G, email at [civilservice@co.pacific.wa.us](mailto:civilservice@co.pacific.wa.us), or by calling (360) 875-9334.
- Complete Pacific County application for employment and sign statement-requesting examination.
- Submit application packet by mail to **Pacific County Civil Service Commission, PO Box 6, South Bend, WA 98586**. Please include a copy of your certification of graduation from a correction officer academy and any relevant certificates, awards, or commendations.

### **Examination Process**

- An Oral Board Examination will be held for qualified applicants. The Oral Board examination will be conducted on December 20, 2021 (tentative) beginning at 1:00pm at the Courthouse Annex, 1216 W Robert Bush Drive, South Bend, WA 98586, unless otherwise specified.
- Ranking of the applicants shall be based on the results of the Oral Board's. A passing average of 30% is required.
- Veterans preference, as set out in RCW 41.04.005 and 41.04.010 shall be applied when entitled.

**Additional information may be obtained by calling  
Amanda Bennett, Chief Examiner**

**at 360/875-9334, email [civilservice@co.pacific.wa.us](mailto:civilservice@co.pacific.wa.us), or mail to: P.O. Box 6, South Bend, WA 98586**

*Pacific County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.*