

# **NOTICE OF EXAMINATION FOR ENTRY LEVEL CORRECTIONS OFFICER**

## **Pacific County Sheriff's Office**

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

The Civil Service Examiner will accept applications for examination until  
**Thursday, March 31, 2022 3pm.**

The salary range for Corrections Officer is \$3,681 - \$4,525 per month.

### **Corrections Officer Minimum Qualifications**

- U.S. 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 to show proof of ability to type minimum 20 wpm.
- Meeting 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, etc.
- Transporting prisoners
- Completing reports, forms, etc.

*All duties are performed 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 Civil Service Office, email at [civilservice@co.pacific.wa.us](mailto:civilservice@co.pacific.wa.us), or by calling (360) 875-9334.
- Submit application packet to the **Pacific County Civil Service Commission, PO Box 6, South Bend, WA 98586** or in person to the Civil Service office in the Pacific County Annex Building.
- The Physician's Statement must be signed by your Physician and turned in before or at the time of the Physical Abilities Test.

### **Examination Process**

- Candidates will be required to complete a Physical Abilities Test, a Written Examination, and an Oral Board Examination.
- Following is the tentative schedule for testing:
  1. **Physical Abilities Test**- April 8, 2022 beginning at 8:30am at the Courthouse Annex. The PAT includes 3 events: push-ups, sit-ups, and squat-thrusts. Applicants must pass the PAT or they will be ineligible for the Corrections Officer register. For more information about Corrections PAT standards, see the Washington State Justice Training Center website.

2. **Written Examination**- April 8, 2022 following the Physical Abilities Test at the Commissioner's meeting room in the Pacific County Annex Building, 1216 Robert Bush Drive, South Bend. The written examination is weighted at 70%.
3. **Oral Board Examination**- April 8, 2022 at 1pm. The oral board is weighted at 30%.

- Ranking of the applicants on the eligible register shall be based on the results of the examinations.
- Veteran's preference, as set out in RCW 41.04.005 and 41.04.010 shall be applied when entitled.
- As openings in the Corrections Officer class occur, the Civil Service Examiner will submit the top 5 names on the eligibility list to the Sheriff for consideration in filling the vacancy. Once certified, Civil Service registers are typically in place for a year, unless there is cause to abandon the register before that time.

**Additional information may be obtained by calling  
Mindy Young, 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.***