

# Corrections Officer - Entry Level & Lateral - Civil Service

## Job Status

Open - open and accepting applications

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No experience is required for entry. Laterals, please see the exam announcement for requirements. The Corrections Officer is a "Correctional employee" as defined under RCW 9.94.050, and as such has the powers and duties of a peace officer while acting in the supervision and transportation of prisoners, is responsible for booking, searching, and releasing prisoners; conducting security checks and maintaining security in all areas of the correction facility; writing required reports/documentation of activity; supervise meal service, visitation, recreation and work activities of inmate workers; answer telephones; take informal action to correct inmate behavior as appropriate; monitor jail access. This exam is for the purpose of establishing a certified list of candidates for a current vacancy and future employment as a Corrections Officer in the Sheriff's Office. The eligibility of successful candidates shall remain in effect for one year. See the exam announcement below.

NUMBER OF VACANCIES: Two (2) Full Time.

Full Salary Range: \$4,017.85 – \$4,768.52 per month

**SALARY & BENEFITS:** Union, vacation, sick leave, paid holidays, longevity, retirement plan, and medical benefits. Starting salary: Entry Level at Step 1, \$4,017.85/month., Laterals at Step 2, \$4,126.85/month. to Step 4, \$4,375.40/month., DOE.

Physical Agility Test (PAT): Must be taken within 2 weeks of application submission, your testing appointment will be set at the time you submit your application, County Courthouse, 625 W. 4<sup>th</sup> St., Newport, WA. See the application deadline below.

>This is a Pass or Fail test and *you must pass the PAT to continue to the written.*

Written Exam: Immediately following the PAT (see above) at the same location in the Civil Service Office. You must obtain a 70% score on the written to pass. Allow 2 hours for written exam. The test is based on applicant having no experience in Corrections or related fields. See the application deadline below.

**GENERAL MINIMUM QUALIFICATIONS** required of all applicants prior to entering the classified service are:

1. Must be a U.S. citizen at time of appointment.

2. Must speak the English language clearly, fluently and at a normal conversational rate.
3. Must read, write legibly and spell correctly in the English language.
4. Must possess a High School diploma or equivalent.
5. Must be at least eighteen years of age at time of appointment (21 years of age for Deputies, Court Security Officers and Jailers).
6. Must pass a polygraph examination to determine if the applicant is prone to violate the laws of Washington State or of the United States.
7. Must submit to a psychological evaluation to determine the applicant's suitability for employment in the position being sought.
8. Must cooperate in a back-ground investigation to determine the applicant's suitability for employment in the position being sought.

APPLICATION DEADLINE: Open -Monday thru Thursday by 4:00 pm, in person at 625 W. 4<sup>th</sup> St. Newport, WA., or via mail (Civil Service, PO BOX 5060, Newport, WA 99156). If mailing, the Chief Examiner will call to verify receipt by the deadline.

PEND OREILLE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. Testing fee may be waived in cases of financial hardships.

## Supporting Documents

Corrections Officer Job Description 49.04 KB

MALE-or-FEMALE-Corrections-Exam-Announcement 187.27 KB

Physical Ability Test (PAT) parameters 74.46 KB

Position Description- FEMALE 65.57 KB

POC Civil Service CO Application Rev. 2019 366.97 KB