# CIVIL SERVICE NOTICE OF EXAMINATION
# ENTRY LEVEL ROAD DEPUTY

Pacific County Sheriff's Office

Notice is hereby given that the Pacific County Civil Service Commission is establishing an eligibility list for Entry Level Road Deputy with the Pacific County Sheriff's Office. Applications for examination will be accepted by the Civil Service Examiner until

**Friday, December 9, 2016 at 4pm.**

The salary range for Road Deputy is $3,847-4,840 plus benefits.

**Road Deputy Minimum Qualifications**

- U.S. Citizen. Minimum age of 21 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.
- No applicant shall have been convicted of a criminal offense classified as a felony.
- Candidates must be able to type minimum 40 wpm. The typing test may be taken at Worksource. The typing certificate must be turned in with the application.

**Application Procedure**

- Applications may be obtained at the Pacific County Civil Service, email at civilservice@co.pacific.wa.us, or by calling 360-875-9334.
- Complete the Pacific County application for employment and sign statement requesting examination.
- Submit application and typing certificate to **Pacific County Civil Service Commission, PO Box 6, South Bend, WA 98586** or in person to the Civil Service/General Administration office in the Pacific County Annex Building. Completed application packet must be received by **Friday, December 9, 2016 at 4pm**. Applications postmarked after that date will not be accepted.

**Examination Process**

1. Candidates will be required to complete a Physical Abilities Test, a Written Examination, and an Oral Board Examination.
2. Following is the testing schedule (tentative):
    1. **Physical Abilities Test**- (tentative) Saturday, December 17, 2016 @ 8:30am at the South Bend High School track. The Physical Abilities Test is graded as Pass/Fail. The PAT includes 4 events: a 300-meter run, push-ups, sit-ups, and a 1.5 mile run/walk. For more information about PAT standards, see the Washington State Justice Training Center website at https://fortress.wa.gov/cjtc/www/images/docs/classes/blea/PAT_Website_Info.pdf .
    2. **Written Examination**- (tentative) Saturday, December 17, 2016 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**- The oral board examination is tentatively scheduled for Monday, December 19, 2016 at 1:00pm. The oral board is weighted at 30%. Ranking of the applicants on the eligible register shall be based on the results of the examinations.

- Veterans preference, as set out in RCW 41.04.005 and 41.04.010 shall be applied when entitled.
- As openings in the Entry Level Road Deputy 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 Chief Examiner/Secretary Amanda Bennett at 360-875-9334 or email civilservice@co.pacific.wa.us.**

***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.***