

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

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

The Pacific County Civil Service Commission is establishing an eligibility list for Entry Level BFOQ Female Corrections Officer with the Pacific County Sheriff's Office. **NOTE:** Both men and women may serve as a Corrections Officer. However, the Washington State Human Rights Commission has said that being FEMALE is a bona fide occupational qualification (BFOQ) necessary for operation of the Pacific County Correctional Facility, which houses female as well as male offenders. The Civil Service Commission has authorized the establishment of a BFOQ Female Corrections Officer Eligibility Register to fill this position and others as they may occur with qualified female applicants. The salary range for Corrections Officer is \$3,073 to \$ 3,743 per month, plus benefits.

Applications for examination will be accepted by the Civil Service Examiner until Position is Filled.

### **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 or not to apply. Please see Corrections Officer job description for more information regarding duties.

### **Corrections Officer 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.
- Candidates must be able to type minimum 20 wpm. The typing test may be taken at Worksource. The typing certificate must be turned in with the application.
- Review the Pacific County Sheriff's Minimum Hiring Standards for more information.

### **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.
- 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 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. **Written Examination**- TBD 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%.

2. **Physical Abilities Test-** TBD beginning at 8:30am at the South Bend High School track. The PAT includes 3 events: push-ups, sit-ups, and a 1.5 mile run. Applicants must pass the PAT or they will be ineligible for the Female Corrections Officer register. For more information about Corrections PAT standards, see the Washington State Justice Training Center website.  
*Signed Physician's Statement must be turned in before or at the time of the Physical Abilities Test.*
3. **Oral Board Examination-** TBD at the Pacific County Annex Building.  
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 Chief Examiner Amanda Bennett at (360) 875-9334 or email [civilservice@co.pacific.wa.us](mailto: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.*