

# CIVIL SERVICE NOTICE OF EXAMINATION

## CIVIL CLERK

### Pacific County Sheriff's Office

The Pacific County Civil Service Commission is accepting applications for Civil Clerk.  
Salary range is \$2,948-\$3,594 plus benefits.

#### **MINIMUM QUALIFICATIONS**

- Four years of progressively responsible experience in the area of office administration, research and/or analysis or a related field, including six months supervisory/lead worker experience, is required; or any equivalent combination of related education, training and experience which provides the applicant with the desired skill, knowledge and abilities required to perform the work.
- Knowledge of legal and technical terminology related to areas of assignment. Experience in a law enforcement environment or a legal office is highly desired.
- Experience in bookkeeping practices, office management, and general office procedures. Experience using the most current releases of Microsoft Word, Excel is required. Experience in Access, Power Point, and Spillman Data System law enforcement programs is desirable. Minimum typing speed of 40 wpm.
- Good interpersonal skills to be demonstrated during telephone communications and personal interaction with public and staff that reflect the professional image of the office are required.
- See Civil Clerk job description and Pacific County Sheriff's Office Minimum Hiring Standards for further qualifications.

#### **APPLICATION PROCESS**

Application packets are available from Pacific County Civil Service Commission at (360) 875-9334 or email request to [civilservice@co.pacific.wa.us](mailto:civilservice@co.pacific.wa.us). Submit your application along with typing test and the signed Request for Examination to **Pacific County Civil Service Examiner, P.O. Box 6, South Bend, WA 98586.**

#### **EXAMINATION PROCESS**

1. Complete the application and Request for Examination in the application packet and submit to Pacific County Civil Service Commission.
2. Applicants will be required to successfully complete a typing test at Worksource with a passing score of at least 40 wpm.
3. Applicants must also pass Word and Excel tests with a score of at least 70%. Typing certificate and test results must be submitted.
4. Applicants who successfully complete the above tests will be invited to take written and oral board examinations. The written examination will be weighted as 70% of your final score. The written examination **TBD** at the Pacific County Annex building in South Bend.
5. The oral board examination will be weighted as 30% of your final score.
6. The oral board examination date has not yet been scheduled. Applicants will be informed of the examination date and place.

Final scores will be tabulated and the Civil Service Examiner will determine a rankings list that will be presented to the Civil Service Commission for certification. The Examiner will submit the top 5 names on the eligibility list to the appointing authority for consideration in filling any vacancies in the Civil Clerk class.

**Additional information may be obtained by calling Chief Examiner/Secretary 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.*