

CIVIL SERVICE NOTICE OF EXAMINATION CLERK/SECRETARY

Pacific County Sheriff's Office

Notice is hereby given that the Pacific County Civil Service Commission is establishing an eligibility list for Clerk Secretary Classification for the Pacific County Sheriff's Office. Applications for examination will be accepted by the Civil Service Examiner.

The Clerk/Secretary will begin with salary starting at \$2,761/month, plus benefits.

Duties of the Clerk Secretary

Performs administrative duties in a supporting role within various divisions of the Pacific County Sheriff's Office as well as clerical activities and other duties as assigned. These duties will be performed while being available to the public, either face-to-face or by telephone.

Minimum Qualifications

This position requires expertise in MS Word and Excel, usage of law enforcement software, knowledge of accounting procedures (preferably governmental) and experience dealing with the public as previously described. See Clerk/Secretary Job Description for more information. **MUST MEET THE PACIFIC COUNTY SHERIFF'S OFFICE MINIMUM HIRING STANDARDS**

Application Process

Application packets are available from Pacific County Civil Service Office at 360-875-9334, email request to civilservice@co.pacific.wa.us or at the Courthouse Annex General Administration. Submit your application, the Excel, Word and typing test certificates from Worksource 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.
2. Applicants will be required to successfully complete a typing test with a passing score of at least 40 wpm, word test and an MS Excel test. The Word and Excel test has a passing score of 70% and above. Call Worksource at (360) 875-9470 to schedule these tests. Please note that you may retake the Excel test one time to improve your score. Typing certificate and test results must be submitted to Civil Service examiner with your application.
3. 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. It is scheduled for **Saturday, TBD** at the Pacific County Annex. The oral board evaluations are scheduled for **TBD at 8:30am**.

Ranking of the applicants on the eligible register shall be based on the results of the examinations. As openings in the Clerk/Secretary class occur, the Civil Service Examiner will submit the top 5 names on the eligibility list to the Sheriff's Office 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. Veterans' preference, as set out in RCW 41.04.005, shall be applied when entitled.

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 Civil Service
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.