

STEVENS COUNTY CIVIL SERVICE COMMISSION
215 S. Oak, #214
Colville, WA 99114
Phone: (509) 684-3751

For Job Opportunities
with the Stevens
County Sheriff's
Office.

SPECIFIC JOB CLASSIFICATIONS AND REQUIREMENTS

Deputy Sheriff

DUTIES: Routine road patrol (traffic, school zones, buses, etc.) investigate accidents and take care of injured; patrol houses and buildings for break-ins and vandalism; answer all requests for assistance and information, such as catching estray cows, prowlers, domestic problems and other major or minor problems; respond to all crimes from misdemeanors (such as theft of gasoline) to felonies (such as murder) and submit reports on same; be on call 24 hours a day for emergencies; arrest suspects on all warrants, traffic violations, crimes, etc; mediate in domestic quarrels, serve civil process, study latest techniques in police work; mug and fingerprint prisoners and applicants for pistol permits as required; make juvenile reports and arrests; testify in court on both traffic citations and criminal court cases; successfully complete an Industrial First Aid Course during probationary period and maintain certification; enforce all laws and ordinances; assume all duties specified in RCW 36.28.010 and other related duties as assigned. Successfully complete the Washington State Criminal Justice Training Commission's Basic Law Enforcement Academy (or equivalency) during the first year of employment.

Corrections Officer

DUTIES: Book prisoners brought in by Deputies; State Patrol; Colville, Chewelah and/or Kettle Falls City Police and all other law enforcement agencies; maintain facility security; photograph and print prisoners, whenever necessary; maintain jail records; supervise inmate workers and inmate work details; attend to and visually check prisoners on a continual basis; make out monthly and yearly reports as requested; serve civil papers and warrants in the jail; type reports; testify in court; be responsible for feeding prisoners and guarding prisoners during time in court; successfully complete an Industrial First Aid Course during probationary period and maintain certification; work rotating shifts and other-than-normal work weeks; other related duties, as assigned. Successfully complete the Washington State Criminal Justice Training Commission's Basic Corrections Academy (or equivalency) during the six months of employment.

GENERAL REQUIREMENTS FOR JOB CLASSIFICATIONS:

1. Be at least 21 years old at time of appointment.
2. Sign a waiver agreeing to an investigation of your background by the Civil Service Commission and/or the Stevens County Sheriff's Office.
3. Have uncorrected vision of at least 20-40 in each eye, OR corrected to 20-20 and normal color vision.
4. Be a citizen of the United States and be able to read and write the English language.
5. Have graduated from high school or present a certificate of equivalency.
6. Successfully complete the written and/or oral tests administered by the Commission as specified in the official announcement; Successfully complete the physical agility test and background investigation; pass a medical examination at time of appointment, including psychological and/or polygraph exam, if required, and other testing as determined necessary.
7. Be willing to relocate anywhere within Stevens County at the Sheriff's request in accordance with departmental needs (primarily for Deputy Sheriff position).
8. Have a valid vehicle operator's license.

GENERAL INFORMATION

Equal Opportunity: Any person meeting requirements set forth herein may apply for examination without regard for race, creed, color, sex or national origin unless in accordance with a bona fide occupational qualification. Unless otherwise stated, the minimum age for entry employment is 21 years.

Application: All applications must be filed with the Civil Service Commission at the address listed on page 1. All questions on the application must be answered completely and accurately, and the applicant's signature notarized. Any application may be rejected for cause and the applicant will be so notified. Any originals or copies of documents attached to applications will be returned if so requested by the applicant. Applicant must sign an authorization for background investigation at the time of application.

Examination: Eligible applicants will receive a notification card indicating the time and place of the examination and authorizing admittance to the exam. The names of candidates who have passed the examination will be placed on an eligibility list according to their final scores. Any attempt to cheat on the examination will result in disqualification of the applicant. Physical fitness tests will be scheduled for those applicants attaining a passing score on the written or written and oral exams or a certain number or percentage of applicants attaining a passing score on the written or written and oral exams. This will be announced prior to the exam. Any applicant who fails to appear for the physical agility test will be stricken from the employment list unless applicant produces evidence of reasonable cause. A background investigation could result in the removal of the applicant's name from this list, in accordance with Rule 8.18 of the Stevens County Civil Service Rules and Regulations. A medical exam is required of the selected eligible prior to first day of employment, said exam to be administered by a doctor designated by the Commission and will be paid for by the County. A psychological and/or polygraph exam may also be required.

Drug-free Workplace: Stevens County is a drug-free workplace. Any final applicant offered a position will be required to pass a pre-employment urinalysis screening by an agency-appointed laboratory prior to employment.

Veteran's Preference: Those applicants declaring their eligibility for Veteran's preference points should carefully read the RCW requirements stated on the back of the supplemental "Veteran's Information Form" (page 15 of application). Veteran's preference points are only added to passing scores, but eligibility MUST be determined prior to examination. A copy of your DD-214 form must be received with the completed application.

Appointment: Eligibility lists will be in effect for two (2) years unless sooner exhausted or cancelled. Selection will be made from the top three eligibles for an opening in a given classification. Declining an appointment will result in removal of the applicant's name from the eligibility list.

Probation: Appointees shall have a probationary period of one (1) year.

Change of Address: Applicants and all those on eligibility lists are responsible for promptly notifying the Civil Service Commission of any address or telephone number change. If an eligible cannot be located because of failure to report change of address, his/her name shall be removed from the eligibility list.