

Whitman County
Civil Service Commission
400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org



CIVIL SERVICE CLASSIFIED POSITION

JOB TITLE: Lateral Entry Deputy Sheriff - Eligibility List

MONTHLY SALARY: \$4,143.00 per month, plus benefits

UNION STATUS: Deputy Sheriff's Association - Initiation fees and monthly dues may apply

TYPE OF OPENING: Competitive

LOCATION: Whitman County

WORKING HOURS: 40 Hours Per Week

JOB CLOSING DATE: Continuous

SUBMIT APPLICATIONS TO: Whitman County Civil Service Commission
400 N. Main Street
Colfax, WA 99111
(509) 397-6205
FAX: (509) 397-6355

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORK PLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Persons requiring accommodation should advise of that need

**WHITMAN COUNTY
POSITION DESCRIPTION**

Effective Date:	December 30, 2015
Position Title:	Deputy Sheriff
Job Family Classification #:	174
Department Title:	Sheriff
Department Code:	140
Pay Grade:	12 (DSA)
FLSA Status:	Non-Exempt
Union Status:	Represented, Deputy Sheriff Association (DSA)
Reports to:	Patrol Sergeant and/or Sheriff

ESSENTIAL FUNCTIONS:

1. Perform work involving protection of life and property, enforcement of laws and ordinances, maintenance of order and investigation of crimes.
2. Patrol designated area of the county; investigate crime scenes; enforce traffic and parking ordinances; render public services as needed.
3. Respond to reports of possible crime and take action as required; interview victims/witnesses; gather evidences and arrest suspect(s); complete reports.
4. Issue citations to violators of state laws and county ordinances; serve warrants of arrest for misdemeanor and felony charges; handcuff and search arrested person; secure custody.
5. Interview citizens making complaints; respond to citizens' inquiries; give information on laws and ordinances.
6. Operate radar unit to discover speed violations; check driver(s) for records of outstanding warrants.
7. Investigate and assist drivers and pedestrians in need of assistance.
8. Guard prisoners(s) at hospital and in court; transport prisoners to jail.
9. Testify in court as needed.

NON-TECHNICAL ESSENTIAL FUNCTIONS:

1. May perform specialized duties based on individual background and ability.
2. Perform related duties as required.

MINIMUM QUALIFICATIONS:

Applicants must be currently employed a minimum of twelve (12) consecutive months of full-time paid service or ending employment no earlier than 12 months prior to application after employment of 12 consecutive months, as a sworn police officer in a: civilian governmental jurisdiction; tribal police officer in Washington state; natural resource investigator employed by the Washington department of natural resources; special agent employed by the Washington state gambling commission; or liquor enforcement officer. In addition, successful completion of the Washington State Basic Training Academy or State training academy in the state in which they are currently employed and the ability to successfully complete the Washington State Basic Training Equivalency Test within one (1) year after employment. Must be a U.S. citizen, at least 21 years of age, no maximum age limit, and must have a high school diploma or GED certificate. These qualifications must be met at the time of application and also at the time of appointment. Possession of, or ability to obtain, a valid driver's license prior to appointment is required. Provisional or temporary employment is specifically excluded from consideration in meeting the minimum requirements.

SPECIAL REQUIREMENTS:

Must be willing to work shifts, holidays and weekends, in uniform, and outdoors in all types of weather. Must have the ability to qualify with a firearm on a regular basis. Must have the ability to perform strenuous physical tasks such as pursuing fleeing suspects, restraining suspects who resist arrest, and moving people out of danger as needed.

SELECTION PROCESS:

Applicants must submit a complete Civil Service application form prior to the closing date. Applications will be screened for completeness and to determine that all minimum qualifications are met. If acceptable, a supplemental questionnaire and written test will be sent to the applicant by certified mail. The applicant will have 14 days from the date they receive the test to complete and return the test packet to the Civil Service Commission. These tests will be evaluated and scored and the applicant will be notified of the score. The minimum passing score for this examination is 60%. Each applicant who receives a passing score will be placed on an eligibility list according to their percentage score. Testing will be done continuously during this advertising period, therefore, the eligibility list will be modified constantly as new scores are added to the list.

Applicants' names may remain on the eligibility list up to one year from the date of placement on the list. Re-testing will not be allowed within one year from the original date of placement on the eligibility list. Applicants will be notified when their eligibility expires.

Additional screening prior to appointment may include but is not limited to a background investigation, criminal record check, polygraph examination, psychological evaluation, and a medical/physical ability evaluation.

Application packets must be complete. Incomplete or unsigned applications will be eliminated from the testing process. PLEASE LIMIT RESUMES AND/OR ADDITIONAL INFORMATION TO THREE (3) PAGES OR LESS.

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