

ENTRY LEVEL CORRECTIONS DEPUTY

Salary \$22.01 p/hr + Benefits

12 hour shifts

This position has jailer duties. In order to qualify for the eligibility list you must pass a series of tests. If you wish to apply for this position, **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.**

Applicants must be 18 years of age, read and write English, be a Citizen of the United States or a lawful permanent resident, possess a valid driver's license, pass a physical ability test and pass a written Civil Service test.

Applicants are **required to attach to the application (1)** copy of high school diploma or GED, **(2)** copy of valid driver's license; and **(3)** copy of DD214 if claiming Veteran's Preference.

PHYSICAL ABILITY TEST: The physical ability test that will be given is attached. You will need to pass all categories before you may proceed to the written examination.

WRITTEN TEST: The exam will take approximately two hours. A passing score of 70% is required. This test will be given immediately following the physical ability test.

Successful applicants may be asked to take a polygraph and psychological examination.

THEY CAN BE MAILED TO:

**Sharlene Tiller, Chief Examiner
Asotin County Civil Service
P.O. Box 643
Asotin, WA 99402**

OR HAND DELIVERED TO:

**135 2nd Street Suite 210
Asotin, WA. 99402**

Contact email **civilservice@co.asotin.wa.us**

**ALL APPLICANTS ARE ELIGIBLE TO TEST IF THE APPLICATION
WITH ALL REQUIREMENTS ARE SUBMITTED BEFORE THE
CLOSING DATE AND TIME.**

CONTACT CHIEF EXAMINER FOR TESTING DATE AND TIME.



Asotin County Civil Service

PO Box 643
Asotin, WA 99402
208-790-3220
civilservice@co.asotin.wa.us

Complete all information. Incomplete applications may delay or disqualify you.

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Home /Cell: () () E-mail Address: _____

Date Available: _____

How did you hear of opening? _____

Position Applied for: _____

Are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for the County? YES ☐ NO ☐ If yes, department & dates _____

I have read the job description and can perform the essential functions without an accommodation. YES ☐ NO ☐ If no, explain: _____

I have read the job description and can perform the essential functions with the following accommodation.
(this information is necessary so that if hired, we can have an accommodation in place when you begin working. Please let us know if you need an accommodation to apply for employment)

Accommodations: _____

Do you have any relatives working for Asotin County? YES ☐ NO ☐ If yes, what department? _____

Education

High School Name: _____ City & State: _____

Did you graduate? YES ☐ NO ☐

College Name: _____ City & State: _____

Did you graduate? YES ☐ NO ☐ Highest degree earned or number of years attended _____

Post Graduate? _____ City & State: _____

Highest degree earned or number of years attended _____

Add any training you have completed that you believe is important to the above position:

If you have a professional license, please enter type of license, and name of agency that issued the license(s).

References

Please list three professional references.

Full Name: Relationship:

Company: Phone: ()

Address:

Full Name: Relationship:

Company: Phone: ()

Address:

Full Name: Relationship:

Company: Phone: ()

Address:

Most Recent Employment

Company: Phone: ()

Address: Supervisor:

Job Title:

Responsibilities:

From: To: Reason for Leaving:

May we contact your most recent supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

In order to receive veteran's preference submit a copy of your DD-214. _____

Disclaimer and Signature

Thank you for your interest in working for Asotin County. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability, ethnicity/race, national origin, religion, gender, veteran status or any other basis protected by law. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on any basis prohibited by local, state or federal law. Asotin County is committed to providing access and reasonable accommodation in its services, programs, activities and employment for individuals with disabilities. To request disability accommodation in the application process, contact Asotin County 509-243-2060 (phone) (TTY WA Relay 711)

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Printed Name _____

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Applicant Authorization for Release of Information

As an applicant for a position with Asotin County, I hereby authorize any employers or supervisors, educational institutions, personal and professional references and/or other persons to release any and all requested information about my work and education history for use in determining my qualifications for this position. I understand, agree, and authorize that a copy or facsimile of this form to be as valid as the original.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Code, Section 552 et seq., the Privacy Act of 1974, the Freedom of Information Act, and RCW 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by Asotin County and/or its agencies or departments in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to Asotin County and/or its agencies or departments in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure or information provided by you to Asotin County and/or its agencies or departments in conjunction with employment procedures.

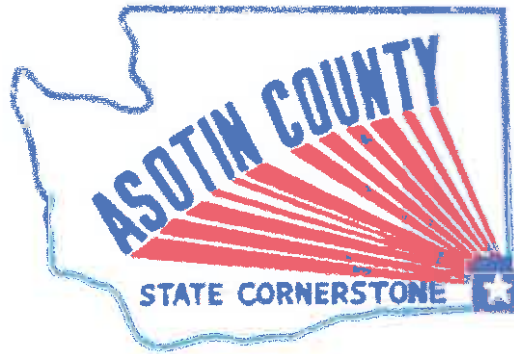
Any employer who provides such information is indemnified and released from liability arising from such disclosures.

Printed
Name:

Signature

Date:

Position applied for:



CRIMINAL HISTORY BACKGROUND CHECK

I _____ hereby authorize and release Asotin County to conduct a criminal history background check. The sole purpose of this background is in relation to the position so applied for with Asotin County.

Social Security Number

Full legal name (please print)

Signature of Applicant

Date

ASOTIN COUNTY CIVIL SERVICE
PHYSICAL ABILITY TEST
FOR
ENTRY LEVEL CORRECTIONS DEPUTY

<u>EVENT</u>	<u>MINIMUM TO PASS</u>
PUSH-UPS (90 second test time)	15
SIT-UPS (90 second test time)	12
*SQUAT THRUSTS (3 minute test time)	25

**YOU MUST PASS ALL THREE EVENTS BEFORE
YOU CAN GO ON TO THE WRITTEN TEST**

***If you are not familiar with the "squat thrust"
Google CJTC Corrections PAT
Click on "Update to the Physical Ability Test (PAT)
Scroll down to the black box that says "CJTC Corrections
Pat" and watch the video**

CORRECTION OFFICER

Basic Purpose

The Correction Officer performs security duties over inmates at the Asotin County Jail, assists in the care and welfare of inmates, and facilitates receiving, booking and processing of prisoners. The Correction Officer also performs other duties as assigned.

Nature of Work

This position is responsible for receiving adult prisoners, maintaining their physical well-being, and managing them in the Asotin County Jail. The employee occupying the position of this class will be responsible for making jail inspections as required by local and state law, observing inmate behavior and administering disciplinary action as required in a manner consistent with state laws dealing with the incarceration of adults. Work will require the employee to be firm, fair and consistent in daily contact with prisoners. A Correction Officer must exercise judgment and discretion to ensure the safety of the public, visitors, law enforcement personnel and inmates. Work will involve the operation of equipment such as transport vehicles, intercom systems, typewriters, adding machines, dictation equipment, computers, telephones, access terminals, closed circuit television systems, kitchen equipment, and finger printing equipment. Work is generally performed in a jail setting.

Supervision Exercised and Received

Supervision of other employees is not a normal responsibility of this class. Work is performed under the supervision of the Correction Supervisor. The Correction Officer is responsible for supervision of inmates, to include enforcing jail rules, preventing criminal and disruptive behavior, and ensuring the safety of the community and all persons connected with jail operations.

Example of Duties

Correction Officers book and processes prisoners into the county jail, conducts pat frisk searches and/or strip searches of prisoners in accordance with correctional policies and guidelines, issues clothing, linen, bedding, and hygiene supplies, assigns inmates to housing areas, orients inmates to jail routines, supervises jail work details within Asotin County. The Correction Officer maintains order, discipline, and security of inmates in the county jail, facilitates inmate visits from attorneys and professional visitors according to the rules of the public visitation policy, allows inmates to make phone calls, and isolates inmates as needed. An employee of this class will assist in the ordering, preparation and service of meals, trains and supervises trustees in proper food handling techniques, monitors clean-up procedures, distributes medication to inmates, and ensures a medical risk screening is completed at booking. In addition, a Correction Officer will perform periodic searches of the jail grounds, cells and inmates for contraband. The Correction Officer may also escort inmates to court. A Correction Officer will assist in the maintenance of various departmental, fiscal, and other office records according to standard procedures, to include but not limited to typing forms, preparing report data involving tabulation of posted data and basic arithmetic computations, and controlling access to information consistent with office procedures and state guidelines. Officers of this position will assist in the implementation and operation of the Asotin County Jail work release, home monitoring, and other inmate assistance programs, including but not limited to alternative education, life skills, and religious programs.

Essential Duties

Correction Officers must have the ability to read, write, and speak the English language, as well as physical abilities to include standing and/or sitting for extended periods of time, reaching, bending, stooping, squatting, and twisting, and the ability to lift 25 lbs. regularly and 75 lbs. occasionally. Correction Officers may be required to work in: extreme cold/heat, wet and/or humid weather, unfavorable/odorous environment including fumes, odors, and dust. Also, employees of this class must have the ability to effectively interact with inmates and resolve conflicts on an ongoing basis.

Selection Criteria - Knowledge - Ability

Applicants must have some knowledge of the use of office equipment, food preparation and personal hygiene, departmental and state procedures regarding the rights and proper care of adults incarcerated. Applicants for this position must have the ability to follow oral and written instructions, operate office equipment associated with the position at an acceptable level of proficiency, speak in a clear, concise, well modulated voice, be able to multi-task under stress, deal with emergency situations promptly and effectively, control inmates in all situations, keep accurate records, and learn local, state and federal regulations regarding booking and care of inmates.

Experience, Education and Training

Any experience, education or training which would provide the level of knowledge and abilities required above is helpful. These areas of knowledge can come from various backgrounds.

Mandatory Qualifications

Applicant must possess, or obtain prior to completion of the probation period a first-aid card, food handlers permit, and Access Certification. Also, applicants must possess, or obtain, a valid drivers license prior to hire. Applicants for the position of correction officer must meet the requirements specified on the job announcement, to include age, successful graduation from an accredited high school (or equivalency), be a citizen of the United States who can read and write the English language, and other requirements as approved by the Asotin County Civil Service Commission. Persons hired in positions of this class must complete the Washington State Criminal Justice Correctional Academy within 6 months of the date of hire.

Updated 01/07