



ENTRY LEVEL

DETENTION SERVICES CORRECTIONS DEPUTY

SPOKANE COUNTY CIVIL SERVICE COMMISSION



**CLOSING DATE:** January 13, 2012 at 4:30 p.m.

**Written Test:** January 26 & 27, 2012  
(If needed, January 28, 2012)

**SALARY RANGE** \$3311.68 - \$4468.62/mo + benefits

**Physical Ability Test:** Date to be Determined

*Pre-test workshops will be held January 17 and 19 at 6:00 p.m. Seating limited to 70 for each session.  
Reservations accepted at receipt of application.*

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**Successful applicant may be assigned to work at Geiger Corrections or the County Jail.**

- This is a union position and, as such, as a condition of employment, the selected individual is required to join.

**APPLICATION PACKETS**

Submit the following documents to Civil Service when filing:

- Civil Service Application packet
- Sealed official high school/GED and college transcripts (if applicable)
- DD-214, if applicable (copy)
- Current driver's license (copy)
- Birth certificate (copy, state or county issued only)
- Social security card (copy)
- **Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).**

**Application packets without the attached documents listed above will be considered incomplete and will not be accepted.**

**MINIMUM REQUIREMENTS**

- A citizen of the United States who can read and write the English language. Must be at least 21 before first date of employment. Candidates who are 20 years of age may apply but cannot receive appointment until age 21.
- High school graduate or equivalent.
- Height and weight proportional and sufficient for physical restraint of inmates.
- Valid driver's license.
- Vision no worse than 20/100; correctable to 20/20 or 20/30 in lesser eye. No color vision deficiencies. Normal hearing.
- Applicant must qualify through background review which includes integrity interview and oral boards.
- Upon conditional offer of appointment, all applicants shall be subject to polygraph, medical and psychological evaluation.

**Physical Ability Test:** See requirements at:  
<http://www.spokanecounty.org/Sheriff/content.aspx?c=2066>

**EXAMPLES OF DUTIES** (Includes but is not limited to the following):  
Maintain security of the jail as primary responsibility. Maintain the safety, discipline and well being of inmates according to rules and regulations.

Maintain official jail records as required by law.

Receive, search, and book incoming inmates. Issue jail supplies, record and store personal effects and install inmates in cells.

Assist medical staff in caring for health of inmates. Render first aid as necessary.

Prepare and transport inmates to court, medical/dental appointments, hospital transports, guard duty, and agency transports.

Release inmates by established procedures of bail, court order or other authority.

Serve warrants, subpoenas, writs and other legal papers. Oversee food service, routine cleaning and personal hygiene of inmates. May be required to assist in fingerprinting and photographing individuals.

Testify in court or at hearings.

Performs other related duties as required.

## SELECTION FACTORS

### Ability to:

- learn procedures of booking, arraignment and release and jail record keeping.
- handle emergency situations in an efficient and calm manner, acting quickly and effectively.
- maintain effective supervisory relationships over inmates in custodial care and on work details.
- effectively communicate both written and oral.
- qualify in defensive tactics and hostage survival, CPR and basic first aid.
- handle firearms safely and fire them accurately.
- maintain control of own temper to remain in charge of situations.
- learn rules and regulations governing all Jail personnel.
- operate a computer.

### Skilled in:

- accurately maintaining records
- effective written and oral communication skills

## BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to other County employees and inmates. A team player that helps the organization meet its objectives. Effectively communicate with other County employees and inmates. Maintain positive working relationships with all co-workers and management personnel. Positively represent the County, maintaining the trust County residents have placed in each of us. Demonstrate honest and ethical behaviors.

**All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.**

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 18th day of November, 2011.

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Yvonne Lopez-Morton, Chair

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Nancy J. Paladino, Chief Examiner