

## **PATROL DEPUTY – ENTRY LEVEL**

**DEPARTMENT:** Sheriff

**ENTRY WAGE:** \$26.87 per hour + incentives

**POSTING DATES:** Open Continuously

### **THE POSITION:**

Performs assigned patrol law enforcement work necessary to maintain public peace and order to protect life and property, to prevent crime, to apprehend suspected violators of the law, and otherwise to assure the enforcement of State laws and County ordinances under jurisdiction of the Sheriff's Office. See attached job description for essential functions of the position.

### **WORKING CONDITIONS:**

- Work is typically performed in a patrol vehicle and at various locations throughout the County.
- Required to work rotating shifts, holidays, weekends. Overtime may be required. Physical hazard is continually present due to the nature of police work.
- New employees subject to a one-year probation period.

### **MINIMUM REQUIREMENTS:**

Minimum 21 years of age. Minimum high school diploma or G.E.D, U.S. Citizen. Ability to read, write and speak the English language. Valid Washington State driver's license. Ability to obtain first aid certification. Female applicants encouraged to apply. Bilingual (Spanish-English) encouraged to apply. Must possess common sense, good judgment, analytical skills, communications skills, interpersonal skills, self-control, physical fitness. Other skills/knowledge/abilities as described in job description.

Ability to satisfactorily complete in-service training in methods, procedures and techniques of law enforcement work presented by command officers in the department or by attendance at special schools and police academy.

**DISQUALIFIERS** – See attachment for complete information.

### **APPLICATION PROCEDURE:**

Contact [www.publicsafetytesting.com](http://www.publicsafetytesting.com) for application information and testing requirements. Applications for entry-level sheriff's office patrol or corrections positions will only be accepted by invitation after direct referral has been received by [www.publicsafetytesting.com](http://www.publicsafetytesting.com)

### **SELECTION PROCESS:**

Publicsafetytesting.com will provide Skagit County Civil Service the names of the highest scoring applicants after written and physical agility testing is completed.

Top ranking applicants will be invited to compete in oral board examinations and other testing on a date to be determined.

Those candidates passing the examinations will be rated by score on a civil service eligibility list for a period of (1) year from list certification unless removed by withdrawal, disqualification, or employment by another law enforcement agency.

Conditional job offers are subject to polygraph examinations, medical examinations, psychological examinations, and thorough background examinations.

**SKAGIT COUNTY SHERIFF'S OFFICE**  
**EMPLOYMENT BACKGROUND DISQUALIFIERS**  
SHERIFF WILL REICHARDT  
January 2011

The following list of actions or events will disqualify an applicant from employment with the Skagit County Sheriff's Office:

- Any Felony conviction
- Criminal activity of a felony nature that could result in prosecution
- Drug usage that would constitute criminal activity of a felony nature
- Current habitual drug and/or alcohol abuse
- Marijuana use within past two years from date of application

The following list of actions or events may disqualify an applicant from employment with the Skagit County Sheriff's Office, and will be reviewed on a case by case basis:

- Criminal activity of a felony nature where the statute of limitations has expired
- Misdemeanor convictions, including traffic violations.
- Criminal activity of a misdemeanor nature, including traffic violations
- Marijuana usage prior to two year minimum allowable

Disqualifying background may be modified at the discretion of Sheriff, Will Reichardt.

## VETERANS' PREFERENCE ELIGIBILITY FORM

RCW 4.104.010 provides for a veterans' preference to be added to the passing grade of certain veterans. If you believe that you are eligible to be considered for such preference, and if you attain a passing grade in the selection process, you should complete the following questionnaire, by checking statements that apply to you. Also, please certify the accuracy of your answers by our signature, and **attach a copy of your DD214 form.**

Date of termination from the United States active military service \_\_\_\_\_.

### **YOU MUST:**

\_\_\_\_\_ 1. Have served on active duty in a branch of the Armed Forces of the United States.

**AND**

\_\_\_\_\_ 2. Have been released from active service under honorable conditions, i.e. received an honorable discharge or a discharge for physical reasons with honorable record;

**AND**

\_\_\_\_\_ 3. Have not previously received employment through the use of veterans' preference.

**AND**

\_\_\_\_\_ 4. Not currently in the military, i.e., on active duty. If you are, you are not a "Veteran" by definition and, therefore, not eligible. This is the interpretation given by the State Office of Veteran's Affairs. It applies even if there was a prior period of service.

### **If you meet all of the above requirements the following scoring criteria shall apply:**

- a. 10% preference will be added to your passing examination grade if you served during a period of war or in an armed conflict and you are not receiving veterans retirement payments.
- b. 5% preference will be added to your passing examination grade if your service was not during a period of war or in an armed conflict OR you are receiving veterans retirement payments.

I certify that to the best of my knowledge I am entitled to **5% 10% (circle one)** Veterans' preference and that by falsely claiming veterans' preference I will be disqualified from employment with Skagit County Government. I also understand that if employed, any misrepresentation of facts regarding my receiving veterans' preference is sufficient cause for dismissal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

## **CORRECTIONS DEPUTY – ENTRY LEVEL**

**DEPARTMENT:** Sheriff

**ENTRY WAGE:** \$22.11 per hour + incentives

**POSTING DATES:** Open Continuously

### **THE POSITION:**

Performs all activities in the receipt, booking, custody and care of inmates under jurisdiction of the Sheriff in accordance with established policies and procedures. Assures the fair and reasonable treatment of inmates and maintenance of proper discipline.

### **WORKING CONDITIONS:**

- Work performed primarily at the County jail.
- Required to work rotating shifts, holidays, weekends. Overtime may be required.
- Physical hazard is continually present due to the nature of police work.
- 1-year probationary period for new employees.

### **MINIMUM REQUIREMENTS:**

Minimum 21 years of age. High school diploma or G.E.D and U.S. Citizen. Ability to read, write and speak the English language. Valid Washington state driver's license. Ability to obtain first aid certification. Bilingual (Spanish-English) encouraged to apply. Females encouraged to apply. Must possess common sense, good judgment, analytical skills, communications skills, interpersonal skills, self-control, physical fitness. Other skills/knowledge/abilities as described in job description.

Ability to satisfactorily complete in-service training in methods, procedures and techniques of law enforcement work presented by command officers in the department and by attendance at special schools and corrections academy.

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**SKAGIT COUNTY SHERIFF'S OFFICE**

**EMPLOYMENT BACKGROUND DISQUALIFIERS**

SHERIFF WILL REICHARDT

January 2011

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Disqualifying background may be modified at the discretion of Sheriff, Will Reichardt.

**STATEMENT OF FACT**

None of the above applies to me.

I have clearly marked the area(s) above that apply to me. I offer the following explanation:

By signing this document, I certify the information contained herein is true, complete and accurate.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VETERANS' PREFERENCE ELIGIBILITY FORM**

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Date

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Print Name

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