



Skamania County Sheriff's Office

Employment Application

Open until sufficient applications are received.

(Recruitment may close at any time without notice)

THE JOB

The Skamania County Sheriff's Office is a full-service agency with challenging opportunities in 911 Communications for entry-level officers of all experience levels. The Public Safety Officer (Telecommunicator) serves as a communications link by receiving, recording, and relaying information to the appropriate agencies/or personnel regarding fire, aid, law enforcement, or emergency management situations. If you have the skills and abilities required to meet the challenges of community policing, you are encouraged to apply. Public Safety Officer (Telecommunicator) positions offer a wide variety of challenging emergency and routine duties including:

- Receives 911 emergency calls.
- Dispatches Police/Fire/EMS on an emergency and routine basis
- Handles routine radio communications with outside local agencies
- Monitors all jail activities and activates doors in emergency situations.
- Operates the ACCESS, NCIC, and WACIC terminals to send and receive messages

Additional training is provided for specialty assignments. Promotions within this office are based on competitive examinations. Public Safety Officers (Telecommunicators) who are hired for entry-level positions may test for promotional opportunities after five years with the Skamania County Sheriff's Office.

QUALIFICATIONS

- Solid writing skills, basic document preparation using computer technology
- At least eighteen (18) years of age at the time of appointment
- United States' Citizenship at the time of appointment; Ability to read and write the English language (required by RCW 41.14.00)
- Valid driver's license
- Have no prior felony convictions and/or recent or excessive drug usage history
- Have the ability to perform the essential mental and physical demands and functions of the position
- High school diploma, or G.E.D, and a combination of education and/or experience that provides the knowledge, skills, and abilities to perform the essential functions of the position.

Knowledge of: The responsibilities and functions of the Sheriff's Department in relation to the job tasks. **Ability to:** Negotiate and mediate issues; maintain a calm demeanor in emergency situations; exercise sound judgment under conditions of confusion and personal affront; organize details logically and perform several tasks simultaneously under stress; maintain cooperative and responsible attitude toward co-workers and general public; and speak and write effectively, using proper grammar.

SALARY

The salary range is \$4742 - \$5655 per month. The salary range is based upon 2025 negotiated rates. Skamania County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. This position is represented and requires membership in the Skamania County Law Enforcement Guild.

SELECTION PROCESS

Please see selection information and schedule along with other important information on the following pages. If you have questions, please contact Chief Deputy Steve Minnis, 509-427-9490.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Skamania County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

Skamania County Skamania County
200 Vancouver Avenue
PO Box 790
Stevenson, WA 98648

FAX (509) 427-4369

E-MAIL: skamaniasheriff@co.skamania.wa.us

INTERNET: <http://www.skamaniasheriff.com>

THE COUNTY

Skamania County, Washington is a growing community with a population of approximately 11,000, including the City of Stevenson & North Bonneville. Located east of Vancouver, Washington and within the Columbia Gorge. The region offers abundant cultural and recreational opportunities. Skamania County offers excellent livability and a relatively low cost of living. There is no state income tax.

BENEFITS

Skamania County provides employees with a liberal benefits package including medical, dental, long-term disability, and life insurance, paid vacation and sick leave. Employees participate in the Washington State Public Employee's Retirement Plan and may participate in a deferred compensation plan.

VETERANS' PREFERENCE

Veterans' preference applies *only* to Skamania County Sheriff's entry-level positions. Veterans' preference is given in accordance with the Revised Code of Washington (RCW) 41.04.010. Candidates may claim veterans' preference in the State of Washington (even though they may have claimed and gained employment through the use of veterans' preference in other states) as long as they qualify according to the requirements. (Further information will be distributed during the written exam).

EQUAL EMPLOYMENT OPPORTUNITY

Skamania County is an equal opportunity employer, and all employment decisions are made without regard to race, gender, age, national origin, religion, political affiliation, marital status, or mental or physical disability. The County actively seeks applications from qualified women, minority, and/or disabled candidates as well as from candidates of other protected groups. ***Please advise a member of the Sheriff's Office Staff if you will need any special accommodations due to disability or impairment that will allow you to participate in the recruitment process.***



For assistance with needed accommodations, please contact the Human Resources ADA/Section 504 Coordinator.
(509) 427-3700.

IMMIGRATION LAW NOTICE

Only United States citizens are lawfully authorized to work for Washington State Agencies. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



PUBLIC SAFETY OFFICER (TELECOMMUNICATOR)

Recruitment Schedule:

The table below reflects the proposed Communications/Corrections Officer recruitment schedule:

Step 1	Step 2	Step 3
<u>Written Exam</u> Online exam administered by Clark County Regional Emergency Agency with Criticall 911.	<u>Oral Board Interview</u> (1-hour interviews) Beginning in the A.M. Specific time for each candidate will be assigned based on success of the written exam. <u>Practical Exam</u> A timed exam in functions related to the job.	<u>Background investigation 1-on-1 interview with Truth Verification Exams (lie detector)</u> <u>Psychological Testing</u>

The recruitment schedule dates will be determined by the number of candidates and their availability to attend the recruitment testing processes.

Online Exam: (Weighted 40%) (See directions and map on following pages) The written exam has two components as follows:

- ☐ An online exam will be administered in partnership with Clark County Regional Emergency Agency (CRESA) with CritiCall 911 testing.

The online examination indicates desired skills in the areas of:

- Information Retention
- Social maturity
- Observation skills
- Decision Making
- Map Reading
- Establishing rapport and gaining cooperation
- Responding calmly to provocation and frustrating situations

Oral board Interview: Consists of a three-to-four-member interview panel who will ask the same position-related, pre-established written questions of all candidates.

Practical Exam: Consists of a timed exam listening to a recording and answering questions based on a recording.

Background Interview and Truth Verification Exam: Involves a one-on-one background interview based on information provided by candidates' personal history statements (from high school years forward). Truth verification exams (lie detector) are conducted as a part of the interview process by the background investigator.

Psychological Exam: An online test and interview will be conducted.

Eligibility List: All candidates who successfully pass the written exam, oral board interview process, physical agility exam, and the one-on-one background interview and TVE will be placed on a new list or be merged onto an existing Skamania County eligibility list for entry-level applicants according to final overall scores. Rank is established by combining the test scores. The testing agency will review and certify the list to be in effect for one year from the date of list certification.

Background Investigation/Report: Information about candidates is gathered and assimilated into a written report and submitted to the Skamania County Commission.

Final Selection Interview: As positions become available, the top five candidates (going down the list - who have successfully completed all of the recruitment processes as described above) are contacted to participate in a final interview process conducted by the Sheriff's Office.

Post Offer Process: The post offer process includes successful completion prior to actual employment of a full physical including drug screening and a psychological evaluation.

VETERAN'S PREFERENCE

- In accordance with the Revised Code of Washington (RCW) 41.04.010, employment preference is given to veterans who have been discharged within the last fifteen (15) years from military service, received an honorable discharge or received a discharge for physical reasons with an honorable record from active duty, and who meet one of the following criteria:
- Served in any branch of the armed forces of the United States during one of the following:
 - World War I
 - World War II
 - The Korean Conflict
 - The Vietnam Era from August 5, 1964 through May 7, 1975
 - The Persian Gulf War from August 2, 1990 and ending on the date prescribed by presidential proclamation or concurrent resolution of Congress
- Served in any branch of the armed forces of the United States between World War I and World II
- Served during and/or between World War I and World War II , or one of the conflicts/wars listed above as a member of the women's Air Force service pilots
- Was a US documented merchant mariner with service aboard an oceangoing vessel operated by the war shipping administration, the office of defense transportation, or their agents, during the period of armed conflict, December 7, 1941, to August 15, 1945
- Was a crewmember with service aboard a US army transport service or US naval transportation service vessel in oceangoing service during the period of armed conflict, December 7, 1941, to August 15, 1945
- Was awarded the respective campaign badge or medal for one of the following conflicts:
 - The crisis in Lebanon
 - The invasion of Grenada
 - Panama, Operation Just Cause
 - Somalia, Operation Restore Hope
 - Haiti, Operation Uphold Democracy
 - Bosnia, Operation Joint Endeavor
 - Taiwan Straits
 - Quemoy and Matsu Islands
 - Congo
 - Cuban Military Operation
 - Laos
 - Berlin
 - Thailand Military Operation
 - Dominican Republic
 - Thailand (supporting Cambodia Operation)
 - Grenada
 - Cambodia Evacuation (Eagle Pull)
 - Libya (Eldorado Canyon)
- Received the Armed Forces Expeditionary Medal, or Marine Corps and Navy Expeditionary Medal or the Southeast Asian medal.
- A member of any branch of the armed forces of the United States for the period beginning on the date of any future declaration of war by Congress and ending on the date prescribed by presidential proclamation or concurrent resolution of Congress.

Qualifying candidates will receive 10% added to their final (combined written and oral board exam) scores, unless they are receiving military retirement. If qualifying candidates are receiving military retirement, 5% will be added to their overall final score. Veterans working for a city or county – who are called into active service for at least one or more years, may receive 5% to first promotional examinations only.

NOTE: *Veterans preference applies to all Skamania County Sheriff's Office entry-level positions.*

**TO RECEIVE VETERANS' PREFERENCE
A DD-214 FORM, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY,
MUST BE SUBMITTED FOR APPLICATION**

**EMPLOYMENT APPLICATION
SKAMANIA COUNTY
SHERIFF'S OFFICE**



Skamania County
200 Vancouver Avenue/PO Box 790
Stevenson, WA 98648
PHONE 509-427-9490
FAX 509-427-4369

Email: skamaniasheriff@co.skamania.wa.us
<http://www.skamaniasheriff.com>

POSITIONS ONLY

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRITY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION

POSITION APPLYING FOR		Date of Birth		Social Security # (Used for processing -Optional)	
Last Name		First Name		Middle Initial	
Address		City		State	Zip + Four
Home Phone ()	Work Phone ()	Cell Phone/or other: ()	Email Address:	Are you a United States Citizen? Yes [] No [] (RCW 41.14.100)	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [] No []		Deputy Sheriff and Custody Officer positions require individuals to be 21 at the time of hire. Applicants must be within three months of turning 21 in order to apply. Do you meet this requirement: Yes [] No [] Not applicable []			
Most Sheriff's Office positions require shift work of day, swing, and graveyards shifts, and involve working most weekends and holidays. (Most new employees will work swing or graveyard shifts) Are you willing and able to work all shifts, holidays, and weekends: Yes [] No [] Not applicable [] (See specific job announcement for details)					
Have you been convicted of a felony, or a misdemeanor? Yes [] No []					
Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime? (Including traffic violations) Yes [] No [] If Yes to either of these questions, explain below.					
Date	Charge	Sentence (i.e., probation, fine, etc.)		Remarks	

EDUCATION

All positions within the Sheriff's Office require a high school diploma or GED. Do you have either? Yes [] No []

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No	Degree/Title	Credit Hours

Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.

Skamania County's Sheriff's Office entry level positions allow veteran's preference in accordance with Washington State law to veterans honorably released from active military service within the last fifteen (15) years, under certain circumstances.

Do you claim veteran's preference? Yes [] No []

If Yes, please complete the following items.

Are you retired from military service? Yes [] No [] All dates of active duty: From ____/____/____ To ____/____/____
mm dd yy mm dd yy

To request Veteran's Preference please attach form DD214 (long form)

SKAMANIA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



For assistance with needed accommodations, please contact the Sheriff's Office Coordinator.
(509) 427-9490

EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service, and volunteer work.

MOST RECENT POSITION

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____ ____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

**May we contact your
current
employer? Yes [☐] No [☐]**

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____ ____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____ ____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration, or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature of Applicant

Date

SKAMANIA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Skamania County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, physical, mental or sensory disability, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely VOLUNTARY and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority, or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Skamania County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ **American Indian or Alaskan Native.** Tribal Affiliation: _____

☐ **Asian or Pacific Islander:**

☐ **Black (not of Hispanic origin):**

☐ **Hispanic:**

☐ **White (not of Hispanic origin):**

VETERAN: Yes ☐ No ☐

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- ☐ The Columbian ☐ The Oregonian ☐ LED
☐ The Skamania Pioneer ☐ Hood River Enterprise ☐ Camas/Washougal Post

Internet Sites:

- ☐ Columbian website ☐ Oregonian website ☐ Skamania County Website
☐ ☐ Other Internet/Website: _____

Other Sources:

- ☐ Skamania County Bulletin Board ☐ College/Career Center Referral ☐ Acquaintance/County Employee
☐ Other: _____