



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 with the Civil team for entry-level officers of all experience levels. The Civil Deputy serves as a link to the court and public through entry and maintenance of court documents such as, but not limited to, warrants and protection orders. The Civil Deputy also interacts with the public both in person and by phone. If you have the skills and abilities required to meet these challenges, you are encouraged to apply. Civil Deputies offer a wide range of duties including:

- Disseminates public record requests.
- Entries of warrants and protection orders into local and state systems.
- Handles Concealed Pistol License (CPL) issuance.
- Handles court validations.
- Registers sex offenders.
- Operates the ACCESS, NCIC, and WACIC terminals to send and receive messages.
- Works with the 911 PSAP and Jail to confirm warrants.
- Works with Civil Process' and Records.

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.
- Ability to pass a background check, polygraph test, and psychological exam.

Knowledge of: The responsibilities and functions of the Sheriff's Office in relation to the job tasks. **Ability to:** Communicate with the public in a professional manner. Ability to work in a secure environment with protective measures. Ability to attain a limited Sheriff commission. Ability to deal with a variety of personalities in assisting the public and skill in recognizing and responding to potentially dangerous situations.

SALARY

The salary range is \$4033 - \$4810 per month. The salary range is based upon 2022 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.

If you have questions, please contact Chief Civil Deputy Ondine Obias, 509-427-9490 ext. 2012.

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.

VETERAN'S PREFERENCE

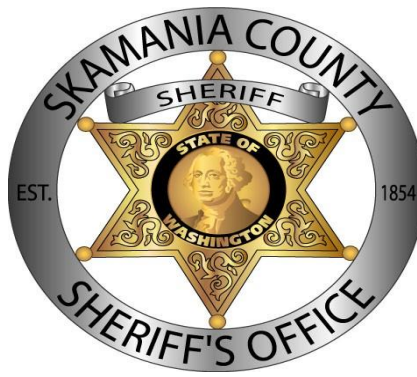
- In accordance with the Revised Code of Washington (RCW) 41.04.010, employment preference is given to veterans who have been discharged within the last fifteen (15) years from military service, received an honorable discharge or received a discharge for physical reasons with an honorable record from 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 ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION				
POSITION APPLYING FOR		POSTING#	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 [] <i>If Yes to either of these questions, explain below.</i>				
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 [] <i>If Yes, please complete the following items.</i> 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: _____