

CIVIL SERVICE NOTICE OF EXAMINATION
CIVIL CLERK
Pacific County Sheriff's Office

The Pacific County Civil Service Commission is establishing a register for Civil Clerk.

Monthly Salary range is \$3,534-\$4,345, including but not limited to, health care benefits, retirement benefits, and leave accrual benefits.

MINIMUM QUALIFICATIONS

- Four years of progressively responsible experience in the area of office administration, research and/or analysis or a related field, including six months supervisory/lead worker experience, is required; or any equivalent combination of related education, training and experience that provides the applicant with the desired skill, knowledge and abilities required to perform the work.
- Knowledge of legal and technical terminology related to areas of assignment. Experience in a law enforcement environment or a legal office is highly desired.
- Experience in bookkeeping practices, office management, and general office procedures. Experience using the most current releases of Microsoft Word, Excel is required. Experience in Access, Power Point, and Spillman Data System law enforcement programs is desirable. Minimum typing speed of 40 wpm.
- Good interpersonal skills to be demonstrated during telephone communications and personal interaction with public and staff that reflect the professional image of the office are required.

APPLICATION PROCESS

Application packets are available from Pacific County Civil Service Commission at (360) 875-9334, email request to civilservice@co.pacific.wa.us or visit www.pacificcountysheriff.com.

EXAMINATION PROCESS

1. Complete the application and Request for Examination in the application packet and submit to Pacific County Civil Service Commission.
2. Applicants will be required to successfully complete a typing test with a passing score of at least 40 wpm.
3. The written examination will be weighted as 70% of your final score. The written examination is scheduled for **TBD** at the Pacific County Annex building 1216 West Robert Bush Drive, South Bend WA. 98586.
4. The oral board examination will be weighted as 30% of your final score. The oral board evaluations are scheduled for **TBD** at the Pacific County Annex Building 1216 West Robert Bush Drive, South Bend WA. 98586.

Final scores will be tabulated and the Civil Service Examiner will determine a rankings list that will be presented to the Civil Service Commission for certification. The Examiner will submit the top 5 names on the eligibility list to the appointing authority for consideration in filling any vacancies in the Civil Clerk class.

Additional information may be obtained by calling
Chief Examiner/Secretary Mindy Young
at 360-875-9334 or email civilservice@co.pacific.wa.us.

Pacific County does not discriminate on the basis of race, color, national origin, sex, Religion, age or disability in employment or the provision of services.