

CIVIL SERVICE NOTICE OF EXAMINATION CLERK/SECRETARY

Pacific County Sheriff's Office

Notice is hereby given that the Pacific County Civil Service Commission is filling the eligibility register for the Clerk Secretary Classification for the Pacific County Sheriff's Office.

Applications for examination will be accepted by the Civil Service Examiner until
TBD

The monthly salary range for Clerk/Secretary is \$3,376 - \$4,150 per month, including but not limited to, health care benefits, retirement benefits, and leave accrual benefits.

Duties of the Clerk Secretary

Performs administrative duties in a supporting role within various divisions of the Pacific County Sheriff's Office as well as clerical activities and other duties as assigned. These duties will be performed while being available to the public, either face-to-face or by telephone.

Minimum Qualifications

This position requires experience in MS Word and Excel, usage of law enforcement software, knowledge of accounting procedures (preferably governmental) and experience dealing with the public as previously described. See Clerk/Secretary Job Description for more information.

Application Process

Application packets are available online on the Pacific County Sheriff Office webpage, calling Pacific County Civil Service Office at (360) 875-9334, email request to civilservice@co.pacific.wa.us or at the Courthouse Annex General Administration Office. Submit your application, typing test results and requested documentation to **Pacific County Civil Service Examiner, P.O. Box 6, South Bend, WA. 98586** by **TBD**.

EXAMINATION PROCESS

1. Complete the application packet with requested documentation.
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. It is scheduled for **TBD** (tentative) at the Pacific County Annex. The oral board evaluations are scheduled for **TBD** (tentative).

Ranking of the applicants on the eligible register shall be based on the results of the examinations. As openings in the Clerk/Secretary class occur, the Civil Service Examiner will submit the top 5 names on the eligibility list to the Sheriff's Office for consideration in filling the vacancy. Once certified, civil service registers are typically in place for a year, unless there is cause to abandon the register before that time.

Veterans' preference, as set out in RCW 41.04.005, shall be applied when entitled.

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 Civil Service
P.O. Box 6
South Bend, WA 98586**

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.