

April 2011

TO: All Applicants

RE: Douglas County Civil Service Commission
Chief Examiner/Secretary Position

The application and job description for the Chief Examiner/Secretary Position are available on the Sheriff's Website at www.douglascountysheriff.org on DCSO Lind "Civil Service". To be eligible for the position, you must be 21 years of age, have a Washington State Driver's License, be a United States citizen and a registered voter of Douglas County, have a High School diploma or GED, meet the requirements and be able to perform the duties specific to the position.

This is a permanent part-time position. The candidate hired will need to have a home computer and printer to do the work required. The Commission will provide a dedicated phone line and all needed office supplies. There is a once a month Civil Service Commission meeting currently held on the third Wednesday of each month at 10:00 a.m. The Chief Examiner/Secretary is required to attend all monthly meetings, in addition to developing, monitoring and supervising all Civil Service testing for the Douglas County Sheriff's Office.

All applications with accompanying resumes must be received (postmark does not qualify) by 5:00 p.m., Friday, May 13, 2010, at the **Douglas County Civil Service Commission, P.O. Box 7099, E. Wenatchee, WA 98802.** If submitted applications are received after that time, the candidate will be disqualified.

The Commissioners will schedule interviews for the selected applicants sometime in May. Chosen applicants will be notified as to the date and time of the interviews.

PLEASE, do not refer your questions to any of the Sheriff's staff. Further information or questions should be directed to me at 509.884.6965.

Sincerely,
Constance Pirkey
Chief E examiner/Secretary

**Douglas County Civil Service Commission
Job Description**

CHIEF EXAMINER/SECRETARY

Accountable to Civil Service Commissioners

REQUIREMENTS:

- Citizen of the United States
- Resident of the county immediately preceding the appointment
- A registered voter of Douglas County
- Possess Washington State Driver's License
- Possess home computer & printer
- Attendance at monthly Civil Service Commission meetings

ESSENTIAL DUTIES:

- Keep and preserve all records for the Douglas County Civil Service Commission, preserve all reports made to it, superintend and keep a record of all examinations held under its direction.
- Prepare and/or oversee the examinations, subject to the Civil Service Commissioners' approval, for the applicants for all Sheriff Department's non-exempt positions.
- Be present at all examinations and personally supervise all same.
- In charge of and responsible for the safekeeping of the books, records, papers and all other property of the Civil Service Commission.
- Prepare such certification as the Commissioners may direct, of those eligible for appointment and/or employment, and conduct all correspondence of the Civil Service Commission.
- Establish and maintain an individual file on each person in the classified service of the Douglas County Sheriff's Department.
- Maintain confidentiality of all individual files and contents.
- Attend and act as secretary at all meetings, recording Commissioner motions made and votes taken and prepare the minutes to be presented for permanent record to the Civil Service Commissioners for approval or correction at the next meeting.

- Prepare and maintain an employment, re-employment, promotional and any other eligibility register as requested by the Civil Service Commissioners.
- Prepare and submit budget information to the Civil Service Commissioners for approval
- Prepare vouchers for accounts, and administer the expenditure of funds appropriated for the operation of the Civil Service Commission, with the approval of the Commissioners.
- Prepare amendments and update Civil Service Commission Rules and Regulations at the direction of the Commissioners.
- Perform such other duties as the Commissioners may prescribe.

TRAINING AND EXPERIENCE:

High School Diploma or General Equivalency Diploma (GED) and at least three years of general office, receptionist, and records experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the duties of the job.