ISLAND COUNTY CIVIL SERVICE COMMISSION
P. O. BOX 5000 - COUPEVILLE, WA 98239-5000
360-678-7975 – Please leave a message.
Email Address: l.meehan@co.island.wa.us

EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET
UPDATED on 06/01/16

CIVIL/RECORDS CLERK, NON COMMISSIONED

CLOSING DATE: Friday, June 3, 2016. Application documents must be received or postmarked by 6/3/16.
SALARY: Entry: $15.45/hour
PAY GRADE: S-4
JOB DESCRIPTION AND DETAILS:
https://www.governmentjobs.com/careers/islandcounty/classspecs/1121940

Read this announcement in its entirety. It contains information about the application and Civil Service Examination process that is necessary for a complete application.

This is a basic entry position with the Island County Sheriff's Department which requires Civil Service examination. Employee in this position is responsible for providing clerical and administrative support for the Island County Sheriff's Office with assignment to the Civil (Administrative) Division.

Job posting and application can be found at https://www.governmentjobs.com/careers/islandcounty .

In addition to the electronic application form you submitted on NEOGOV, you must submit the following documents by U.S. Mail:

- A cashier's check or money order in the amount of $22.50 (made out to Island County Treasurer). Reference Civil Service Examination in the Memo. This fee is non-refundable. Applicants with financial need may request a waiver of this fee. Documentation may be required of those requesting a waiver.
- A screen print from the website http://www.typingtest.com/ which demonstrates an adjusted keyboarding speed of 50 wpm, using a three minute test of "The Rules of Baseball".
- A signed Declaration that you have read the Examination Announcement and Information Sheet for the position of Civil/Records Clerk.

These documents must be sent by U. S. mail to:

Island County Civil Service Commission
Attn: Linda Meehan
P.O. Box 5000
Coupeville, WA 98239-5000

These documents must be postmarked by the closing date. Incomplete applications will not be accepted.

Qualified applicants will be given a multiple choice written examination which evaluates grammar, punctuation, vocabulary, spelling and basic filing. You must obtain a score of 70% or greater to pass the written examination. The written examination will be offered on June 16, 2016 at 6:45 pm in Conference

Rooms A & B at Whidbey General Hospital. If needed, an additional examination will be scheduled at 4:15 that same day. **This is the only day the written examination will be offered.**

The applicants who obtain the top 10 highest scores on the written examination will be invited to take an additional written examination of proofreading skills, a keyboarding skills evaluation (or be asked to provide a certificate of keyboarding skill level) and appear before an Oral Review Board for an oral examination/interview on Friday, June 17 2016. Examinations and Interviews will be scheduled throughout that day.

As a result of the Civil Service Examination a Civil Service Eligibility Register will be established. Applicants will be placed on the list in rank order. Applicants will be certified from this register to fill vacant positions in accordance with local Civil Service Rules. As a county agency, the Island County Sheriff is subject to the "Rule of Three" which means is that the appointing authority/Sheriff may consider the top three candidates for each position/vacancy. Among those candidates, he may choose any one of the candidates he determine best fits the needs of the department.

If selected for placement from a Certified Register, you will be required to meet the following: pass a polygraph & psychological evaluation, satisfactorily complete a background investigation and complete a one-year probation period.

All notifications regarding this process, including updates/changes to testing dates and times will be sent to you by email, unless you express a preference otherwise by written notice,

After your application documents have been reviewed and accepted, you will be notified, by email. All qualified applicants will be invited to participate in the written examination offered on June 16, 2016.

If you have any questions about this Civil Service Examination, please contact the Island County Civil Service Commission Secretary/Chief Examiner, Linda Kast Meehan. Email address - l.meehan@co.island.wa.us.

Linda Kast Meehan
Secretary/Chief Examiner

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.

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER