SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title: Chief Civil Service Examiner & Secretary

Date: revised August 2006

Reports to: Civil Service Board of Commissioners

Department: Civil Service Commission

FLSA Status: Nonexempt

Positions Supervised: none

BASIC FUNCTION: The employee occupying this part-time position coordinates testing for civil service positions and provides administrative support to the Civil Service Commission. This is a confidential position requiring independent judgement and discretion in dealing with County departments and the public.

MINIMUM QUALIFICATIONS: Two years of college and three years progressively responsible office work experience, OR any equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the job. Must have good written and oral communication skills, and excellent organizational skills with emphasis on attention to detail. Experience maintaining personnel records, and preparing employment advertisements. Requires current valid WA State driver’s license.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Coordinates or administers Civil Service testing to applicants for Lateral and Entry Level Sheriff’s Deputy, Dispatchers, Field Corrections Officer and promotion to Sergeant. Coordinate testing with outside agencies. Maintains candidate eligibility lists, integrating new test scores with current list.

*2. Records and transcribes minutes of monthly Commission meetings.

*3. Researches legal issues concerning testing and hiring issues. Works directly with attorneys, the Sheriff and his department, the public, and outside contacts.

*4. Assists applicants with the job application and testing procedures. Assembles application and hiring packets. Acts as a liaison between the applicants, County Commission, the public and other Civil Service agencies.

*5 Arranges oral boards for entry-level deputy candidates. This includes contacting the applicants both by phone and in writing, providing information packets, arranging facilities for interviews, and scheduling and recruiting citizen interview panels.

*6. Scores and evaluates test results to establish placement on eligibility lists, and prepares these lists for certification by the Commission.
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*7. Maintains confidential files and all documentation of testing for the legally required time limits. Maintains computer files, correspondence, financial records and hearing evidence.

*8. Schedules meetings, hearings and examinations. Prepares meeting notices and agendas. Transcribes meeting minutes.

*9. Creates and coordinates classified ads and correspondence relating to job openings. Tracks vacancies and maintains records of job postings and applications.

*10. At the direction of the Commission, makes orders of preliminary matters, including motions for discovery and to compel discovery, continuance, and protective orders.

*11. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting with periods of attention to detail. Must be able to receive and understand written and verbal communication. Requires visual acuity and ability to read computer screen for up to 3 hours. Requires ability to hear and receive instruction.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daily</td>
<td>Weekly</td>
</tr>
<tr>
<td>Telephone / FAX</td>
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<td></td>
</tr>
<tr>
<td>Copy machine</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: There is no assigned County office space for this task. Uses Civil Service-provided computer, printer and telephone/line, and DSL internet connection to conduct work from a home office. Requires travel to one Civil Service conference per year. Work hours vary based on work load, requiring between 30-60 hours per month.