

CHIEF EXAMINER/SECRETARY

The Garfield County Civil Service Commission ensures that law enforcement and communication officers are recruited through open competition, hired and promoted on the basis of merit, and are demoted, suspended, removed, or discharged only for cause.

The Civil Service Commission is in need of a Chief Examiner/Secretary. The position generally: keeps the commission's records and preserves its reports; conducts, supervises and keeps records of all employment examinations; and performs other duties as requested by the commission.

The Commission meets monthly, although candidate testing occurs on an "as needed" basis.

This contract starts at \$200.00 per month with a potential to increase with caseload and experience. This position will require 4-20 hours per month. Any applicant must be a resident of Garfield County, and may not be employed by the Garfield County Sheriff's Office.

You can find the job description and employment application at the Garfield County Auditor's Office or online at co.garfield.wa.us

Position is open until filled. Garfield County is an equal employment opportunity employer.

CIVIL SERVICE CHIEF EXAMINER/SECRETARY

Qualifications

•Minimum Qualifications: Must be a citizen of Garfield County. May not be an employee of the Garfield County Sheriff's Office.

Responsibilities

- The Civil Service Commission Secretary/Chief Examiner performs all functions necessary for the administration and direction of the County Civil Service Commission in accordance with the Civil Service Rules and Regulations and provisions of state law relating to civil service
- This position reports to and takes direction from the Civil Service Commission.
- Essential Duties and Responsibilities: Evaluates and/or supervises the evaluation of applicants meeting the minimum qualifications; determines which examinations will be conducted, the subjects to be covered in each examination, and the relative weights to be given to each portion of the examination, subject to approval of the Commission.
- Supervises the conduct of all examination(s), appointing such experts, special examiners, or proctors as needed.
- In coordination with the appropriate Sheriff or Fire Chief, decides all questions relating to the eligibility of applicants, the admissibility of applicants to the examinations, extension of time, and all questions arising during an examination.
- Recommends certification of successful candidates to the appropriate eligibility list, subject to approval of the Commission.
- Performs all other functions necessary for the proper carrying out of these rules and provisions of law relating to the Civil Service System, and such additional duties as may be assigned from time to time by the Commission
- Attends all Commission meetings and records the votes taken, causes the minutes to be prepared and presented, refers proposed minimum qualifications and other examination related matters to the Commission for consideration and approval
- Maintains reliable and regular attendance and is readily available to the Commission, sheriff, fire, and other city officials
- Protects privileged and confidential information
- Complies with all Commission policies, administrative and court rules, and state ethics laws
- Communicates individually and to small and large groups clearly, concisely, timely, and effectively, both orally and in writing

Compensation:

\$200.00/month.

Job description

Open until filled.

Details: Approx. 8-30 hours/month

The Garfield County Civil Service Commission is currently recruiting for a Chief Examiner/Secretary. The Civil Service Commission Chief Examiner/ Secretary performs all supervisory and professional functions necessary for the administration and direction of the County Civil Service Commission in accordance with the local Civil Service Rules and state

laws. Acts independently. This position reports to and takes direction from the Civil Service Commission. Essential Duties and Responsibilities include: Evaluates and/or supervises the evaluation of applicants meeting the minimum qualifications; determines which examinations will be conducted, the subjects to be covered in each examination, and the relative weights to be given to each portion of the examination, subject to approval of the Commission. Supervises the conduct of all examination(s), appointing such experts, special examiners, or proctors as needed. In coordination with the Sheriff's Office, decides all questions relating to the eligibility of applicants, the admissibility of applicants to the examinations, extension of time, and all questions arising during an examination. Recommends certification of successful candidates to the appropriate eligibility list, subject to approval of the Commission. Performs all other functions necessary for the proper carrying out of these rules and provisions of law relating to the Civil Service System, and such additional duties as may be assigned from time to time by the Commission. Attends all Commission meetings and records the votes taken, causes the minutes to be prepared and presented, refers proposed minimum qualifications and other examination related matters to the Commission for consideration and approval. Uses technology systems to communicate with others and to perform and manage work. Works an unpredictable schedule that may include up to eight hours or more in a single day. Meets deadlines regardless of time pressure and stressful circumstances. Follows the Commission's specific directives. Maintains reliable and regular attendance and is readily available to the Commission, and Sheriff's office officials. Protects privileged and confidential information. Complies with all Commission policies, administrative and court rules, and state ethics laws. Communicates individually and to small and large groups clearly, concisely, timely, and effectively, both orally and in writing. Works cooperatively/collaboratively with others. Applicants may deliver a Garfield County application with a cover letter and resume to the Garfield County Auditor's Office. The job posting will remain open until filled



Employment Application

Garfield County

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

GARFIELD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Skills and Qualifications

Summarize skills and qualifications that may qualify you to work for Garfield County:

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

Disclaimer, Certification and Signature

PLEASE READ CAREFULLY BEFORE SIGNING

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I hereby certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to Garfield County's Rules, Policies and Regulations. I also certify that I have read and understand the Job Description for the position in which I am applying and that I am physically, mentally and emotionally able to fully perform, without an accommodation, the job tasks as defined in the Job Description.

I give Garfield County the right to investigate all references and to secure additional information about me, if job related. I authorize Garfield County to conduct a criminal background check in connection with its consideration of me for employment. I hereby release from liability Garfield County and its representatives from seeking such information and all other persons, corporations or organizations for furnishing such information.

I agree to provide a certified copy of my driver's record from the Department of Motor Vehicles. I understand that the information contained in my driver's record will be used to evaluate my qualification and selection for employment with Garfield County.

Garfield County is an Equal Opportunity Employer. Garfield County does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing and application's consideration for employment on a basis prohibited by local, state, or federal law.

Signature: _____ Date: _____