



Kittitas County, Washington
Career Opportunity

Situated in central Washington between the foothills of the stunning Cascade Mountains and the mighty Columbia River, Kittitas County residents enjoy limitless activities and recreation opportunities year-round. With over 200 days of sunshine each year, residents and visitors can enjoy activities including numerous golf courses, fishing and boating, horseback riding, cross country skiing, snowboarding, snow shoeing, snowmobiling, hiking, climbing, backpacking, and camping.

DEPUTY SHERIFF

The Kittitas County Sheriff's Office is currently seeking qualified candidates to fill the position of Deputy Sheriff. The Deputy Sheriff handles investigations of crimes against persons and/or property, enforces motor vehicle laws, and performs the functions of an accident investigator. Anyone who meets the qualifications stated below may apply.

DEPARTMENT: Sheriff's Office

JOB-TYPE: Full-Time

PRIMARY WORK LOCATION: Ellensburg, WA

SALARY RANGE: \$33.95 - \$40.57 per hour. Lateral candidates may start at up to \$35.35 per hour depending on training and experience.

APPLICATION DEADLINE: The Sheriff's Office accepts applications throughout the year.

PRIMARY DUTIES

Handle investigations of crimes against persons and/or property

- Determine that an incident may have occurred and respond accordingly.
- Identify and secure crime scenes to preserve evidence.
- Evaluate the crime scene to determine the amount of investigation and assistance required.
- Identify and collect physical evidence. Sketch and photograph the crime scene when appropriate.
- Prepare arrest and search warrants.
- Arrest suspects involved in criminal activity.
- Prepare and write reports to reflect an accurate representation of the investigation.
- Secure evidence; properly mark and maintain chain of custody. May send materials to State crime lab.
- Coordinate with the Prosecuting Attorney and make recommendations for potential charges.
- Testify in court to the facts of the case.
- Review cases as needed and follow up if necessary.

Routine patrol

- Monitor State, County and Federal roadways to deter and detect criminal activity.
- Prepare and deliver a variety of information to citizens for their improved security.
- Identify possible safety or security concerns in assigned area of patrol.
- Gather and maintain knowledge of patrol area for improved response to the public's needs.

Enforce traffic/motor vehicle laws and regulations

- Initiate violator contact and assist motorists.
- Issue infractions and citations as necessary for violations of the law.
- Enforce DUI and other traffic laws of the State and County.
- Evaluate the sobriety of drivers prior to enforcement.
- Arrest and place into custody persons found in violation of law.
- Inspect motor vehicles and bicycles for users' safety and legal operation upon the highways.
- Assist with road closures or diversions for the safe flow of traffic.
- Prepare reports and testify in court in regards to traffic violations noted.

Perform the functions of an accident investigator

- Assist in taking care of people injured in a motor vehicle accident.
- Evaluate and protect the scene of the accident.
- Assist in safeguarding the public from possible hazards resulting from a motor vehicle accident.
- Diagnose and gather evidence at the scene of a motor vehicle accident, including sketches and photographs of the accident scene.
- Analyze all information to determine fault at the scene of the motor vehicle accident.
- Check to make sure the scene is rendered safe for the public once the scene has been processed.
- Write accurate reports detailing the actions taken at the scene of the motor vehicle accident.
- Perform traffic control.

Serve civil process documents

- Maintain a working knowledge of the civil process.
- Serve civil papers to the appropriate persons/places in a timely manner.
- Inquire with postal agencies to determine residences of persons to be served civil papers.
- Advise respondents of the ramifications if certain orders are violated.
- Advise involved parties when significant services have been completed.

Handle prisoner transports

- Transfer prisoners to and from jurisdictions.
- Transfer prisoners to support agencies, hospital mental health centers, alcohol centers, etc.
- Transfer prisoners to court and court ordered events such as funerals and rehabilitative programs.

OTHER FUNCTIONS

- Assist with public/livestock/security checks.
- Participate in Search and Rescue efforts.
- Assist other agencies.
- Assist the jail with corrections/communications functions.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

All Positions

- High School Diploma or GED equivalent.
- 21 years of age or older.
- US citizenship or lawful permanent resident.
- Must possess a valid driver's license.
- Must reside within Kittitas County at time of employment.
- No record of previous adult felony convictions and/or pattern of misdemeanors.
- Pass Civil Service written, physical, and oral board exams.

Entry-Level Positions

- Ability to satisfactorily complete the Law Enforcement Academy within six (6) months of employment.

Lateral Positions

- 12 consecutive months of full-time, compensated law enforcement experience.
- Successfully completed a probationary period from a recognized law enforcement entity.
- Successfully completed Basic Law Enforcement Academy Training from the Washington State Criminal Justice Training Commission (WSCJTC), or from another local, State, or Federal law enforcement training program recognized by the WSCJTC.
- Have not been separated from full-time law enforcement employment for a period of time greater than 24 months at the time of application to the Kittitas County Sheriff's Office.

PREFERRED QUALIFICATIONS

- Class One (1) Reserve Officer with the Kittitas County Sheriff's Office.

WORKING CONDITIONS

Work is performed throughout Kittitas County in various settings. Persons in this position will be required to work day, swing and graveyard shifts, which will include weekends and holidays. This position will also be required to work in all weather conditions including but not limited to temperature extremes, rain, snow, ice, or wind. Position requires the ability to walk, run, jump, hike, and perform other similar physical tasks. Must be able to reach with arms, grasp, sit, kneel, stoop, bend, squat, twist, crawl, and climb a ladder and stairs. Must have the ability to stand and sit for 10 hours or longer per shift, strength to lift, pull, push and/or carry up to 50 pounds (possibly more with assistance); vision to read printed materials, a computer screen, hearing and speech to communicate clearly in person or over the telephone or radio. Deputies will be required to come into contact with upset citizens who may be verbally and/or physically abusive. Position will require the ability to subdue persons under arrest who may actively resist. Prolonged periods of computer operation will occur; must be able to use standard office equipment. Safety rules/regulations must be adhered to at all times, including PPE when necessary. Frequent driving is required; must be able to safely operate a motor vehicle in any weather or at any time of day. Deputies may be required to operate other types of motorized vehicles depending on assigned duties. Occasional travel may be required outside of Kittitas County.

Reliable attendance and punctuality are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

1. Complete the written and physical exam through Public Safety Testing and have your scores sent to Kittitas County. You can complete the written and physical exam in-person or remotely based on the process that works best for you.
2. Watch your email for a message from the Kittitas County Civil Service Examiner containing information about the next steps of the recruitment process.

3. Complete the supplemental documents sent to you via email by the Examiner.
4. Once you have submitted your supplemental documents, your name will be certified to the eligibility roster according to the Rule of Five and your information will be sent to the Sheriff's Office for consideration.

Thank you for your interest in employment with Kittitas County.

