



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.*

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## JAIL DEPUTY

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The Kittitas County Sheriff's Office is currently seeking qualified candidates to fill the position of Jail Deputy. The Jail Deputy is responsible for the monitoring and supervision of inmates in the 200+ bed jail facility. Responsibilities include intake, booking, processing, housing, care, and custody of inmates in the facility. Anyone who meets the qualifications stated below may apply.

**DEPARTMENT:** Sheriff's Office

**JOB-TYPE:** Full-Time

**PRIMARY WORK LOCATION:** Ellensburg, WA

**SALARY RANGE:** \$4,981 - \$6,055 per month. Lateral candidates may start at up to \$5,492 per month depending on training and experience.

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

### PRIMARY DUTIES

**Responsible for the monitoring and supervision of inmates in the 200+ bed Jail facility including, but not limited to**

- Perform the required safety checks on all inmates
- Supervise inmates during any movement within the facility
- Monitor inmates at work details, facility cleaning, meal service, or other programs
- Search inmates, housing areas, common areas, incoming/outgoing mail
- Enforce rules and regulations while investigating, documenting, writing reports/infractions, preparing criminal charges
- Receive and processing inmate requests and/or complaints
- Escort inmates to outside court proceedings or other outside appointments
- Provide medical care coordination, both emergent and continual, to inmates as needed
- Intake, booking, processing, documenting, and housing of new inmates brought to the facility
- Process inmates for release
- Classification of inmates
- Following all County policies and procedures

**Responsible for the operation of the Jail's Control Room**

- Ability to safely and completely operate all panels, intercoms, alarms, systems, and equipment maintained within the Control Room
- Monitor staff and inmates through the facility cameras
- Maintain an accurate, legible Master Log of all activities that happen and shall be documented in the facility
- Interact with and identify all visitors, staff, public and inmates who contact the facility in a polite and professional manner
- Answer all incoming radio traffic, phones, faxes, or other communications
- Process all necessary paperwork in an efficient, accurate, and timely manner

**Responsible for assisting the public, working with other departments, maintenance, or other assignments**

- Assist citizens or the public with questions that they have
- Provide additional resources as needed when available
- Maintain a professional working relationship with other Law Enforcement agencies, other public/private entities, and departments
- Provide professional customer service to staff, inmates, and the public
- Provide new and refresher training to other Jail employees as needed
- Complete all special assignments, extra duties, or responsibilities in a timely manner

*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 graduation or equivalent.
- At least 21 years of age.
- Citizen of the United States of America or a lawful permanent resident.
- Possess valid driver's license.
- 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 the first six (6) months of employment.

**Lateral Positions**

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

## PREFERRED QUALIFICATIONS

- AA or BS degree in Law and Justice or related field.

- Successful completion of the Law Enforcement Academy, or prior law enforcement experience.

## WORKING CONDITIONS

The majority work is performed inside the Kittitas County Jail with the occasional need to escort or transport inmates to the courtroom and other locations; there is potential exposure to inclement weather and unpredictable crisis situations. Persons in this position will be required to work day, swing, and graveyard shifts including weekends and holidays. Must have the ability to stand and/or walk for extended periods of time, sometimes 10 or more hours per shift, strength to lift, pull, push and/or carry up to 50 pounds (possibly more with assistance) and have the ability to physically restrain combative inmates including the use of proper hand cuffing techniques; must be able to calmly de-escalate tense or heated situations; must have adequate vision to read printed materials, a computer screen, and allow installation and/or use of a variety of equipment in lighting conditions; adequate hearing and speech to communicate clearly in person or over the telephone; Sustained posture in a seated position and prolonged periods of computer operation may occur; must be able to use standard office equipment; must be able to reach with arms, grasp, kneel, stoop, bend, squat, twist, crawl under office furniture, climb a ladder and stairs. Occasional travel may be required outside of the Kittitas County; must be able to safely operate a motor vehicle in any weather or level of daylight. Safety rules/regulations must be adhered to at all times, including proper use of PPE when necessary.

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

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## APPLICATION PROCESS

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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.

