



*Pend Oreille County*  
*Civil Service Commission*  
Post Office Box 5060 • Newport, WA 99156-5060  
(509) 447-6480 • FAX (509) 447-0595  
Office Hours: Monday through Friday 8:00 a.m. - 4:30 p.m.

**THE PEND OREILLE COUNTY CIVIL SERVICE COMMISSION  
ANNOUNCES COMPETITIVE EXAMINATION FOR**

**COMMUNICATIONS / 911 DISPATCHER**

This exam is for the purpose of establishing a certified list of candidates for employment in the 911 Dispatch Center located in the Sheriff's Office and no experience is necessary.

**EXAMPLES OF DUTIES:** Receiving radio transmissions. Radio dispatching law enforcement, medical and fire emergencies. Receiving telephone calls from the public, keyboarding, filing and general office work. On-the-job, employer-paid training is provided.

**NUMBER OF OPEN POSITIONS:** Up to Two (2), Full-time. The Communications Center is staffed 24 hours a day, 7 days a week.

**SALARY AND BENEFITS:** Starting Entry rate \$17.66/hour; (\$3061.40/month). Starting Lateral rate: \$18.36/hr.-\$19.87/hr. (\$3183.85 – \$3443.67/ month, DOE). Benefits package including vacation, sick leave, holiday pay, life insurance, retirement plan and medical benefits. Union position.

**GENERAL MINIMUM QUALIFICATIONS:**

1. Minimum typing speed of 40 WPM with 90% accuracy. (testing includes both numbers and letters).
2. Must speak, read, write legibly and spell correctly in the English language.
3. Must possess a High School diploma or equivalent.
4. Must be at least eighteen (18) years of age at time of appointment.
5. Must be a U.S. citizen at time of appointment.
6. Prior to employment, certified applicants will complete additional testing by the Sheriff's Office including, but not limited to, a thorough criminal history check, background check, a polygraph, physical (medical) check, drug screening, and psychological tests.
7. Lateral applicants: a minimum of two years of non-military, continuous Communications Officer experience with a single law enforcement agency, with no break in service of more than 180 days, and be currently employed as a Communications Officer in a position equivalent to Communication Officer, Pend Oreille County, with proper certification. An application for Communication Officer-Lateral may also be approved under such similar circumstances as deemed appropriate by the Commission. Out-of-state (subject to distance) laterals can submit applications for review without testing beforehand. Testing will be administered if Sheriff's Office proceeds with lateral applicant.

**EXAMINATION SCHEDULE:** Typing Test: 40 WPM with a 90% accuracy (a pass or fail 3 minute test). *Your keyboarding appointment will be set at the time you file your application (subject to the Chief Examiner's schedule).* You must test within two weeks of submitting your application. You must pass the typing test to take the Written Exam *which will be scheduled upon passing the typing test (can be same day).* Allow 2 hours for written test. Test location: County Courthouse, Commissioner's Office 625 W. 4<sup>th</sup> St. Newport, WA 99156.

**TO APPLY:** ***Civil Service Application Required.*** See website at: [www.pendoreilleco.org](http://www.pendoreilleco.org) (under Human Resources), or obtain an application from the Pend Oreille County Civil Service Office, 625 W. 4<sup>th</sup> St., Newport, WA. 99156, Monday through Friday 8:00a.m.-4:30p.m.; 509 447-6480. A non-refundable \$15.00 testing fee payable to Pend Oreille County Treasurer must accompany the original application packet. Fee may be waived due to financial hardship. Pend Oreille County is an equal opportunity employer (EOE).

**APPLICATION DEADLINE:** by 4:00 pm, Monday through Friday at Pend Oreille County Civil Service Office, 625 W. 4<sup>th</sup> St., Newport, WA. 99156. If mailing: use PO Box 5060, Newport, WA 99156 or fax 509-447-0595.

**THIS IS A CONTINUOUS POSTING, AND APPLICATIONS WILL BE ACCEPTED AND APPLICANTS TESTED ON A CONTINUOUS BASIS UNTIL THE POSITIONS ARE FILLED.**