



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Sheriff's Office

Position: Chief Civil Deputy

Starting Salary: \$6,036.81/month - \$8,874.92/month, Starting Salary: DOQ, DOE

Employment Type: Full-time (40 hours/week); FLSA Exempt; Open Until Filled

Full time benefits include: • County pays \$1,450 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members.

- Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority
- Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](#) for detailed benefits information.

Brief Duties and Responsibilities: Pursuant to the Revised Code of Washington, the Chief Civil Deputy is an unclassified service appointed position of the Sheriff. The Chief Civil Deputy is a Command staff officer whose duties shall include serving and executing, according to law, all process, writs, precepts, and orders, issued by lawful authority. The Chief Civil Deputy supervises, coordinates, and manages the programs, activities, and personnel within the Administrative Services Division of the Sheriff's Office and coordinates activities with other Sheriff's Office Divisions, County departments, and outside agencies. The Chief Civil Deputy assumes management responsibility for all services and activities of Administrative Services Division. The Chief Civil Deputy works as an integral member of the Sheriff's Office Command Staff management team in a multifaceted capacity of financial planning, coordination, monitoring, and evaluation of projects and business office operations. The Chief Civil Deputy provides highly responsible and complex administrative, enforcement, and operational support to the Undersheriff and Sheriff.

Working Environment/Physical Abilities: Work will be performed both in an office environment and outside the office in multiple venues during all hours of the day and night, and in all types of weather. Great mental ability and exertion is required daily. Physical abilities required for this position are ones typically related to law enforcement command staff activities including, but not limited to: The manual dexterity and visual acuity to operate computers, office equipment, vehicles, and accessing file cabinets and evidence containers, both effectively and competently on and off site. Sufficient hearing and speech ability to effectively communicate verbally. Ability to perform physical tasks. Ability to perform tasks such as sitting, standing, bending, squatting, kneeling, grabbing, carrying, holding, walking, and running. Ability to work long, varied, and protracted hours depending on the complexities of unique situations. Ability to work all hours of the day and night as needed due to law enforcement related situations. Ability for 24-hour on-call status and call-back for emergencies and assigned command staff duties.

Minimum Qualifications: Minimum AA degree, or any combination of experience and education that would provide the required knowledge, skills, and abilities to perform related duties. Preferred Bachelor's degree. Preferred minimum twelve (12) years law enforcement experience with at least four (4) years in a law enforcement supervisory position or similar experience. Preferred Washington State CJTC certified peace officer or ability to attend CJTC equivalency academy and obtain Washington State CJTC certified peace officer status. The following financial education and experience would also be beneficial and is preferable for this position; certified public accountant, or four (4) year accredited college degree related to HR, Public Administration, or Program Management, HR or Program Management college level or advanced training courses, and/or two (2) years of experience in public finance, and/or a recognized Human Resource Manager Certification.

Application: County application, resume and cover letter required. Job description available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, ORAL INTERVIEW, BACKGROUND CHECK AND DRIVING RECORD CHECK.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
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