



INTERNAL Employment Opportunity

Kittitas County, Washington

POSTED: 6/19/17

CLOSES: 6/26/17

LINE CORPORAL

Promotional Opportunity

The Kittitas County Civil Service Commission is currently creating a promotional roster for the position of Line Corporal with the Kittitas County Sheriff's Office. This position is full time, non-exempt, benefitted, and a member of the Line Union (Teamsters Local 760). Anyone who meets the qualifications stated below may apply.

SALARY/WAGES: \$5,872 - \$5,988 per month

ESSENTIAL FUNCTIONS:

Implement and coordinate patrol activities and special services

- Assign tasks to deputies based on their abilities to complete the assignment.
- Assist deputies with criminal investigations and techniques.
- Coordinate assignments on cases where more than one deputy is involved.
- Implement and coordinate daily and monthly patrol activities.
- Prepare and assign work schedules for patrol division and special services.

Handle investigations of crimes against persons and/or property

- Determine that an incident may have occurred and responds accordingly.
- Identify and secure the scenes of the crime 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 and apprehend suspects involved or suspected of criminal activity.
- Prepare and write reports to reflect an accurate representation of the investigation.
- Secure evidence and properly marks and maintains chain of custody. May send material 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 follows up if necessary.

Regular 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 motorist assists.

Kittitas County is an Equal Opportunity Employer

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- 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 as necessary those persons found in violation of criminal 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 the area of the accident crime scene and protect the crime scene.
- 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 sketching and photographing 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 scene is processed.
- Write accurate reports detailing 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 (penalties) if certain orders are violated.
- Advise involved parties when significant services have been completed.

OTHER FUNCTION:

- Assist the public/livestock/security checks.
- Search and rescue.
- Assist other agencies.
- Assist the jail in 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:

- Three (3) years of full time service with the Kittitas County Sheriff's Office as a fully commissioned Law Enforcement Officer.
- No significant disciplinary actions, and/or history of sustained citizen complaints.
- Must pass Civil Service examinations.

PREFERRED QUALIFICATIONS:

- Six (6) months of continuous, full-time experience holding a supervisory position.

WORKING CONDITIONS:

Work is performed throughout Kittitas County in various settings with exposure to inclement weather and unpredictable crisis situations. Persons in this position will be required to work day, swing, and graveyard

shifts, which will include weekends and holidays. Occasional travel may be required outside of the Kittitas County.

Position requires considerable walking and working on feet to complete assigned shifts. Must have the ability to stand and work on feet for 12 hours or longer per shift, lift up to fifty pounds (50 lbs.) or occasionally higher with assistance and have the ability to physically apprehend and restrain combative prisoners including utilizing proper hand cuffing techniques.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. The following items are required:

- 1) Kittitas County Employment Application
- 2) A letter of interest describing why you are interested in the position and how your qualifications would make you a successful candidate.

Please note: All applications must be submitted online; paper copies will not be accepted.

A standardized Civil Service Assessment will be required for qualified applicants.