



OFFICE OF THE SHERIFF BENTON COUNTY, WASHINGTON

INTER OFFICE MEMO

TO: BCSO Corrections Sergeants
FROM: Lieutenant Josh Shelton
DATE: January 30, 2017
SUBJECT: Corrections Lieutenant Vacancy Test

This memo is to announce testing for the position of Corrections Lieutenant within the Operations Division of the Corrections Bureau. This is a Civil Service Classified position. The candidate selected will work under the direct supervision of Commander Scott Souza. Candidates should be very dependable, highly motivated, self-starters, work well in a team environment and be a proven manager and leader.

Qualifications

To be eligible, the applicant must presently be employed as a Corrections Supervisor serving in the capacity of Sergeant with the Benton County Sheriff's Office Bureau of Corrections.

Testing

Applicants testing for this position will be required to do the following:

1. Submit a personal letter of interest to Commander Souza no later than Thursday February 9, 2017. The letters should state the candidate's qualifications and motivation for being selected. Letter may be submitted electronically or in hard copy.
2. The test will consist of two separate phases: an oral resume presentation (maximum 10 minutes,) followed by an oral board interview. A minimum score of 70% is required in order to be considered eligible for the Command Board. After the scores from phase one are certified and placed on the eligibility list by Civil Service a Command Board will convene for phase two. The Command Board will interview the top three applicants from the eligibility list. Based upon the overall performance in both phases a recommendation for promotion will be given to the Sheriff. The Sheriff will make the final selection.

The eligible applicants will need to submit a letter of interest by Thursday, February 9, 2017 at 1600 hours.

Please indicate on the attached list if you are interested in participating in the Corrections Lieutenant examination which is tentatively scheduled for Monday, February 13, 2017. Command Boards for the top 3 applicants are tentatively scheduled for Thursday February 23, 2017. **Initial** on the appropriate line to indicate whether you **WILL** or **WILL NOT** be participating.

For questions please contact Commander Scott Souza. Thank you.

Sergeant

WILL TEST

WILL NOT TEST

D. FINLEY

P. FRAZIER

C. VANDINE

J. BROOKS

J. COMBS
