



CITY OF MARYSVILLE
invites applications for the position of:
**Custody Officer - Entry
Level**

An Equal Opportunity Employer

SALARY: \$5,194.00 - \$6,469.00 Monthly
\$62,328.00 - \$77,628.00 Annually

OPENING DATE: 12/14/22

CLOSING DATE: Continuous

POSITION SUMMARY:

Marysville is currently hiring for Custody Officers!
Come work at our new state-of-the-art jail facility!

Prior to applying, all applicants must have:
COMPLETED and PASSED the written and physical testing with [Public Safety Testing](#) and selected Marysville, WA Police Department. Website: [Public Safety Testing - Marysville Police Department - Corrections/Custody Officer](#)

Overview of Hiring Process

- Complete and pass Written & Physical tests with [Public Safety Testing](#)
- Complete this online application through City of Marysville website.
- Initial review of the Personal History Statement (PHS), application, and other required documents
- Administrative Interview with Command Staff
- Conditional Offer of Employment
- Background Investigation
- Polygraph Exam
- Psychological Exam and Medical Exam
- Chief's Interview

Recruit Salary: \$5,194.00 / month

SUMMARY

This position monitors, transports, supervises and maintains custody of prisoners in the Marysville Jail.

EXAMPLES OF JOB DUTIES:

Other duties may be assigned as needed.

1. Books prisoners into the jail; checks for outstanding warrants and other criminal history information on the computer terminal; conducts personal and property searches; takes fingerprints and photographs; receipts and records payment of bail and money intended for inmates; releases inmates at completion of sentence.

2. Supervises the activities of prisoners within the facility; serves and documents food services; supervises prisoners in cleaning details; verifies needs and makes arrangements for medical and health care; monitors use of prescribed medications; monitors visitation activities; monitors interviews with authorized persons; takes phone messages and relays information to authorized persons.
3. Transports inmates to court and other facilities; maintains custody and control of inmates when confined to hospitals or other facilities when required; processes and maintains required court documents.
4. Conducts regular security checks; screens and searches visitors; conducts periodic head counts and searches of prisoners and the areas accessible to them to prevent flow of contraband into the facility; reports suspected drug or alcohol use to Shift Sergeant/Police Commander.
5. Instructs inmates on jail rules and procedures; investigates and reports suspected rule violations; takes informal action to correct prisoner's behavior as appropriate; writes violation reports and submits them to the Shift Sergeant; participates in prisoners' disciplinary proceedings as assigned.
6. Maintains and issues necessary bedding and personal care items.
7. Maintains monthly statistics and reports; reports billing information to Shift Sergeant/Police Commander.
8. Maintains firearms proficiency.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

No previous custody experience required.

Education and Training:

High school diploma or GED certificate is required.

Other Qualifications:

- Must be at least 21 years of age by date of application.
- Must be able to successfully complete the Criminal Justice Training Commission's Corrections Officer Academy as required by Washington State law within six (6) months of date of hire, and subsequent department field training programs.
- Must be able to successfully pass the City's Civil Service examination process for Entry Level Custody Officer.
- Must be able to successfully pass to City standards an extensive background check, polygraph examination, psychological examination, medical examination, and drug screening.
- Must not have been convicted of a felony offense.
- Must be a citizen of the United States of America or a lawful permanent resident by date of application.
- Must be able to work a variety of scheduled shifts including nights, weekends and holidays.

Licenses or Certificates:

- Must possess, or obtain by date of hire, a current and valid Washington State driver's license.
- Must possess, or have the ability to possess within six months of hire date, first aid and CPR certifications.

WORK ENVIRONMENT:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must be able to lift up to 25 pounds on a frequent basis; lift 25 to 75 pounds on an occasional basis; and lift and/or move 75 – 100 pounds rarely or in emergency. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in a municipal jail in close proximity with prisoners who may be physically and/or verbally abusive. The noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://marysvillewa.gov>

Job #00604
CUSTODY OFFICER - ENTRY LEVEL
TM

OUR OFFICE IS LOCATED AT:
501 Delta Avenue
Marysville, WA 98270

HR@marysvillewa.gov

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Custody Officer - Entry Level Supplemental Questionnaire

- * 1. Are you at least 21 years of age?
 Yes No

- * 2. Do you possess a High School Diploma or GED certificate?
 Yes No

- * 3. Have you been convicted of an adult felony offense?
 Yes No

- * 4. Are you a United States' citizen or lawful permanent resident?

- * 5. Do you possess, or have the ability to obtain by date of hire, a current and valid Washington State Drivers' license?

- * 6. Have you ever served in the Military services of the United States?
 Yes No

- * 7. If you have served in the Military services of the United States, list the branch of service and active duty dates (start date and date of discharge).

- * 8. Do you wish to claim Veteran's Preference? If you wish to claim Veteran's Preference, you must attach and submit a copy of your Form DD214 to this application. The Form DD214 needs to include your status of discharge and must be received before your oral board interview.
 Yes No

- * 9. Have you used Veteran's Preference points to attain a former position?
 Yes No

- * 10. Are you receiving Veteran's retirement pay?

- * 11. OTHER RELATED EXPERIENCE AND TRAINING. Briefly list other related experience and training you have received including any positions you have held as a reserve or provisional police officer and/or military service (include relevant information such as dates of service, name of law enforcement agency/military branch, location, title/rank, and training)

- * 12. JOB RELATED KNOWLEDGE, SKILLS, AND ABILITIES. Briefly describe your knowledge, skills, and abilities that qualify you for this position.

- * 13. Have you completed and passed the written and physical testing with Public Safety Testing, and selected the City of Marysville, WA? Date(s)? Website:
<https://www.publicsafetytesting.com/>

- * Required Question