



## -EMPLOYMENT OPPORTUNITY- FISCAL TECHNICIAN 2

**OFFICE OF THE:** SHERIFF'S CIVIL SERVICE COMMISSION  
**SALARY RANGE:** \$15.23-\$20.41  
**OPENING DATE:** NOVEMBER 2, 2009  
**CLOSING DATE:** NOVEMBER 16, 2009 (APPLICATIONS MUST BE RECEIVED BY THE PERSONNEL OFFICE ON OR BEFORE THE CLOSING DATE.)

IN ORDER TO BE CONSIDERED FOR THIS POSITION, YOUR APPLICATION PACKET MUST INCLUDE EACH OF THE FOLLOWING ITEMS:

1. Kitsap County Application Form
2. Supplemental Questionnaire
3. College Transcripts (If applicable)
4. Veterans Preference Form and DD214 (If applicable)

***-Signed and notarized background Investigation and Personal History Questionnaire must be submitted by candidates selected to interview.***

### **GENERAL STATEMENT:**

This position is responsible for varied accounting support work for the Kitsap County Sheriff's Office. Duties for the position may include, but are not limited to payroll, accounts payable, accounts receivable, inter-fund billing, assisting with annual budget preparation, inventory control, reconciliation, fiscal reporting, general ledger coding/posting, and performing other general accounting clerical tasks as requested.

Work is performed independently, but may be reviewed for thoroughness, accuracy, and conformance to established policies and procedures. The incumbent must possess the ability to use a degree of sound, independent judgment. Work is reviewed periodically for accuracy and adherence to established policies and procedures and service provided.

### **MINIMUM QUALIFICATIONS:**

Two years of work experience in bookkeeping, accounting, auditing or related field. Completion of college level coursework from a college or university accredited by an agency recognized by the US Department of Education or equivalent, in bookkeeping, accounting, or a related field may be substituted for up to one year of the required experience.

Experience in governmental accounting and accounts payable is desirable. Previous office environment experience using Microsoft Word, Microsoft Excel, and automated accounting programs is required. Accurate and proficient data entry and typing skills required. Experience with J.D. Edwards accounting/payroll and KRONOS payroll system are desirable.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

In accordance with RCW 41.14.100, applicants must be a citizen of the United States who can read and write the English language.

**Must be able to successfully complete a multi-phase testing process. A criminal background check through law enforcement agencies and lie detection exam will be conducted on all successful applicants prior to their being appointed to this position.**

### **RECRUITMENT PROCESS:**

In order to qualify for a position on the Hiring Register, you are required to successfully pass the following requirements: Review of qualifications; clerical examination which includes data entry, secretarial skills and filing examination; and oral board interviews. An applicant **must** successfully pass each examination requirement before being able to proceed to the next process. Notification will be mailed to all qualified applicants that will include the actual date, time and location for when they are scheduled to take the tests. The clerical examinations are tentatively scheduled for the week of December 7, 2009. The oral board interviews are tentatively scheduled for the week of December 14, 2009.

**WRITTEN EXAMINATION:** Please be prompt, as those arriving after the examination begins will not be allowed to participate. The minimum passing score for this examination is set at 70%. However, only 12 candidates with the highest passing score will be eligible to continue in the process. The written exams reflect 60% of the applicants overall score.

Kitsap County is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, sex, age, marital status, disability, sexual orientation or veteran status.

Kitsap County provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans. If you wish more information, contact Kitsap County Personnel Division.

## -EMPLOYMENT OPPORTUNITY-

**ORAL BOARD INTERVIEWS:** The oral board interview score reflect 40% of the applicants overall score.

**BACKGROUND INVESTIGATION AND PERSONAL HISTORY QUESTIONNAIRE AVAILABLE ONLINE AT [www.kitsapgov.com](http://www.kitsapgov.com):** The form **MUST** be returned and notarized by the interview date and submitted to Kitsap County Personnel. If an applicant fails to return this questionnaire at the interviews, the applicant will not be eligible to be placed on the hiring register.

**HIRING REGISTER:** When an applicant on the hiring register is offered permanent employment that will be contingent upon the applicant successfully passing a **medical, psychological and polygraph examination, and a complete reference and background investigation, executive board interview and any other process deemed necessary by the Sheriff's Office. Any conviction record may be disqualifying.** The term of the hiring register shall normally be for six (6) months and in no event longer than two (2) years.

**VETERANS PREFERENCE:** Veteran's preference granted in accordance with RCW 41.04 to applicants who have **not** used veteran's preference before in securing any past employment. Please submit a copy of the DD214 form and completed Kitsap County Veteran's Preference Checklist that is available online prior to oral board interviews for the register to reflect it in your scores.

**APPLICATIONS:** Application packets may be obtained from: [www.kitsapgov.com](http://www.kitsapgov.com) or Kitsap County Personnel Office, 1st Floor Public Works Building, 507 Austin Avenue, Port Orchard, WA 98366, (360) 337-7185, ext. 0.

**Chief Examiner:** Bert Furuta  
**Test Administrator:** Carol Mackie

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**Kitsap County Courthouse # 614 Division Street, MS-23 # Port Orchard, Washington, 98366-4676**  
[www.kitsapgov.com](http://www.kitsapgov.com) # Telephone # Personnel (360) 337-7185 EXT. 0

## -EMPLOYMENT OPPORTUNITY-

### BENEFIT INFORMATION FOR EMPLOYEES IN POSITIONS ON THE 'K' PAY SCALE

Status: Non-exempt

#### **Annual Leave Accruals:**

Upon employment -	10 days per year (6.67 hrs./month)
Upon completion of five years -	15 days per year (10 hrs./month)
Upon completion of ten years -	20 days per year (13.33 hrs./month)
Upon completion of fifteen years -	25 days per year (16.67 hrs./month)

#### **Sick Leave Accruals:**

Upon employment - 12 days per year (8 hrs./month)  
(Annual and sick leave accruals are earned monthly for any full month of employment. A full month is defined as 14 days in a paid status.)

#### **Holidays:**

11 paid holidays per year (Includes one floating holiday that may be taken anytime during the year. The floating holiday does not accumulate from year to year.)

**Probationary Period:** Twelve months.

#### **Longevity Bonus:**

Upon completion of the following years of employment, employees shall receive an annual longevity bonus as follows:

5 through 9 years service	1.5% of base hourly rate
10 through 14 years service	2.0% of base hourly rate
15 through 19 years service	2.5% of base hourly rate
20+ years service	3.0% of base hourly rate

**Medical/Vision/Dental/Life Insurance** - Coverage begins the first of the month following one full month of employment. Please see reverse side for current insurance premiums. In addition to the premium contributions listed, employees who elect to cover their spouse on medical coverage will be charged a \$25 per month spousal surcharge. This surcharge will only apply if the spouse has access to medical coverage through their own employer.

**Medical and Vision Coverage:** Kitsap County offers medical and vision plans for employees and dependents through Group Health or Premera Blue Cross.

**Dental Insurance** is contracted through Washington Dental Service and Willamette Dental.

**Life Insurance** - The County pays life insurance premiums for a \$24,000 policy for the employee only. Dependent coverage and additional employee coverage is available at the employee's expense.

**Union Membership or Service Fee Obligation** is mandatory within 31 days of employment.

**Washington State Public Employees Retirement System** – mandatory participation in the Public Employees Retirement System (PERS)

#### **Other Available Benefits:**

- Credit Union Membership
- Deferred Compensation Plans
- Flexible Spending Accounts for Health Care, Daycare and Transit
- Long-Term, Short-Term Disability and additional Life Insurance Coverage through Standard Insurance
- AFLAC Coverage
- Employee Assistance Program
- Employee Recognition Program

***Note to current County Employees: This information may or may not reflect your benefit package for this position, based on your hire date. Contact Personnel for more information.***

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# INSTRUCTIONS FOR COMPLETING THE KITSAP COUNTY APPLICATION PACKET

## READ & FOLLOW ALL DIRECTIONS!

1. An original, completed, and signed Kitsap County application packet is required for each position for which you are applying.
2. **Read the Employment Opportunity Posting Sheet carefully to ensure you submit all required documents.**
3. If additional pages for work experience are needed, please choose from the following options:
  - a. Available at the Kitsap County Personnel office
  - b. Copy the back of the application before completing it
  - c. Print out continuation sheets on our web site
  - d. Hand prepare your own as long as you follow the same format**Each page of work experience must have your original signature.**
4. A supplemental questionnaire is generally included as the last few pages of the application packet. Your responses to the questions on the supplemental questionnaire and Kitsap County application will be used to determine if you are eligible to continue in the selection process. Please do not use acronyms or abbreviations on your application.
5. **Complete the application packet and other requirements in full. Your application will be considered incomplete and will not be evaluated if you submit a résumé or mark "see résumé" in place of the required application material.**
6. If you are invited to an interview, you may bring extra material, such as a résumé, certificates of training, examples of work performed, performance evaluations, letters of reference, etc.
7. Keep a copy of your application materials for your records. We are not able to make copies for you.
8. The completed application packet **must** be returned to the Personnel Office by **5:00 pm on the closing date**. Applications received after the closing date will not be considered, unless postmarks are accepted for that specific position. If the hiring department is accepting postmarked applications, it will be stated on the Employment Opportunity Posting Sheet and the envelope must be postmarked by the closing date.
9. Return application packets as follows:

**IN PERSON:** Personnel Office on the first floor of the County Public Works Building at 507 Austin Ave in Port Orchard. Applications may be placed in the Drop Box located at the front door on Fridays only.

**BY MAIL THROUGH USPS:** Personnel Office; 614 Division St., MS-23; Port Orchard, WA 98366

**MAILED THROUGH OTHER CARRIERS SUCH AS FedEx or UPS:** Personnel Office; 507 Austin Ave; Port Orchard, WA 98366

**BY FAX:** (360) 337-7187 – Faxed applications must be received by the Personnel Office by 5:00 pm on the closing date. Please keep your originals.
10. **Some application packets may require additional postage, so be sure to use the correct postage amount when mailing. Kitsap County will not consider application packets that are received with postage due.**
11. You will usually receive notice within 6-8 weeks of the status of your application. If, after that time period, you have not received notification of your status, please contact the Personnel Analyst identified on the job posting sheet.
12. If you have any questions, or need more information, please contact the Kitsap County Personnel Office at (360) 337-7185, ext. 0.
13. Any applicant using education to meet the minimum qualifications will not be hired until their transcripts from an accredited college or university have been received.

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** FISCAL TECHNICIAN 2

**DEPARTMENT:** Sheriff's Office

**REPORTS TO:** Sheriff's Administrative Office Manager

### **GENERAL STATEMENT:**

This position is responsible for varied accounting support work for the Kitsap County Sheriff's Office. Duties for the position may include, but are not limited to payroll, accounts payable, accounts receivable, interfund billing, assisting with annual budget preparation, inventory control, reconciliation, fiscal reporting, general ledger coding/posting, and performing other general accounting clerical tasks as requested.

Work is performed independently, but may be reviewed for thoroughness, accuracy, and conformance to established policies and procedures. The incumbent must possess the ability to use a degree of sound, independent judgment. Work is reviewed periodically for accuracy and adherence to established policies and procedures and service provided.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

#### Essential Job Functions:

Prepare, process, and maintain payroll, including overtime computation, payroll distributions, computation of deductions, credit union considerations, and health and medical insurance considerations. Prepare required payroll reports. Maintain record of leave balances. Compute salary for new hires and step increases and prepare necessary paperwork. Develop, maintain and present payroll and department orientation for all new employees. Track and report to Personnel all Family and Medical Leave hours. Conduct daily/ weekly/monthly reconciliation of cost distribution and budget analysis.

Track a limited number of DUI and Restitution payments. Create and maintain tracking process and run reports.

Research information and prepare reports as requested for special investigations, etc.

Process accounts payable for Sheriff's Office and Corrections. Prepare billings for outside and inter-governmental customers. Coordinate with Auditor's accounting division for timely processing of billings. Receipt invoices and prepare or coordinate proper expenditure coding in preparation of payment of vouchers. Reconcile monthly statements and warrant "issue" registers. Track a variety of expenditures via spreadsheets.

Prepare daily deposit for the Records and Civil divisions. Count cash in cash boxes. Verify the receipts to cash/checks for deposits. Prepare deposit transmittals indicating deposit accounts and amounts. Maintain spreadsheet for the civil division deposits. Balance spreadsheet to accounts in the financial management system (JDEdwards).

Maintain purchase order file. Receive price quotes and prepare purchase requisitions when required. Purchase supplies for administrative division. Process the year-end rollover of outstanding purchase orders.

Establish new accounts for customers requiring services provided by the Sheriff's Office and the Corrections Center. Maintain customer accounts, including billings, receipting payments, aging accounts and collection of past due balances. Maintain accuracy which would include consulting with subject matter experts to assure bills are within appropriate parameters.

Provide travel assistance to Sheriff's Office staff. Process advance travel requests, prepare purchase orders for airfare, hotel, etc., and obtain per diem rates.

Assist in annual budget preparations and analysis as they relate to the divisions of the Sheriff's Office.

Answer phones for the administrative division and take messages for the management/executive staff.

Assist Office of Professional Standards in transcription of interviews and file and case preparation.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience, and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes. May be required to work over 40 hours in a workweek.

#### Other Job Duties:

May assist in audits by State Examiners and internal auditors.

May prepare reports, correspondence, and other documents.

Perform other related duties as requested.

**WORKING CONDITIONS/PHYSICAL ACTIVITIES:** (The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Work is performed in a sometimes high-stress office environment and involves contact with the public. Sitting may be required for extended periods of time while completing job duties. Must be able to operate a personal computer/computer terminal, copier, calculator, etc. and perform basic mathematical calculations. The incumbent must have the ability to communicate effectively over the phone, via email and in person.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Theory and practice of governmental accounting principles and methods. Principles and practices of proper accounting procedures. Modern office practices and procedures and the use of modern office equipment, including personal computers, related peripheral equipment and software. Automated accounting systems.

Ability to: Perform accounting computations quickly and accurately. Process and audit computerized accounting transactions. Reconcile daily work performed at month and year-end. Establish and maintain effective working relationships with co-workers, county employees, other County departments and outside agencies/clients. Work effectively under pressure and meet strict deadlines. Maintain detailed books of accounts and prepare reports. Maintain utmost level of confidentiality.

**QUALIFICATIONS:**

Two years of work experience in bookkeeping, accounting, auditing or related field. Completion of college level coursework from a college or university accredited by an agency recognized by the US Department of Education or equivalent, in bookkeeping, accounting, or a related field may be substituted for up to one year of the required experience.

Experience in governmental accounting and accounts payable is desirable. Previous office environment experience using Microsoft Word, Microsoft Excel, and automated accounting programs is required. Accurate and proficient data entry and typing skills required. Experience with J.D. Edwards accounting/payroll and KRONOS payroll system are desirable.

**LICENSES, CERTIFICATES & OTHER REQUIREMENTS:**

In accordance with RCW 41.14.100, applicants must be a citizen of the United States who can read and write the English language.

**Must be able to successfully complete a multi-phase testing process. A criminal background check through law enforcement agencies and lie detection exam will be conducted on all successful applicants prior to their being appointed to this position.**

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# KITSAP COUNTY

## EMPLOYMENT APPLICATION

**Personnel Division**  
 614 Division St, MS-23  
 Port Orchard, WA 98366-4676  
 (360) 337-7185  
 Fax (360) 337-7187  
 www.kitsapgov.com

Title of Position You Are Applying For			Department
Last Name	First Name	Middle Initial	Home Phone # ( )
Mailing Address			Cell Phone # ( )
City	State	Zip	Email address:

Alternative contact info: Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Will you accept (check if yes)	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Extra-Help/On Call <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Days or hours unwilling/unable to work
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Are you able to perform the essential functions of this position, with or without reasonable accommodations?  Yes  No

Can you provide proof of citizenship, visa or alien registration if hired?  Yes  No

Have you ever been employed by Kitsap County?  Yes  No Dates: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Do you have any relatives currently working for Kitsap County?  Yes  No

Name	Dept/Div	Relationship
Name	Dept/Div	Relationship

Have you been convicted of a felony within the last 10 years?  Yes  No

Offense \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Offense \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

NOTE: A conviction record does not necessarily constitute an automatic disqualification from employment.

Kitsap County awards veteran's preference in accordance with RCW 41.04.010. Do you claim veteran's preference for this position?  Yes  No

### EDUCATION AND TRAINING

Did you graduate from high school or receive a G.E.D?  Yes  No Location \_\_\_\_\_

College or Vocational School and Location	Dates		# Sem Credits	# Qtr Credits	Major Course of Study	Minor Course of Study	Degree Earned	Date of Degree
	From	To						

Professional Licenses and Certificates	State of Issue	Exp. Date

Do you have a valid driver's license?  Yes  No State of Issue: \_\_\_\_\_

List computer software programs you have used: \_\_\_\_\_

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**EMPLOYMENT HISTORY** – List your work history for the last 10 years on the reverse side, including self-employment, volunteer work and military service. Begin with your most recent position in block 1 and list each position separately. Include experience beyond 10 years if it is related to the job for which you are applying. Attach additional employment history sheets in the same general format if needed. Indicating “see resume” or “see attached” will disqualify you from further consideration.

<b>FOR OFFICE USE ONLY</b>	
Address Book # _____	Requisition # _____

May we contact this employer?  yes  no  contact me first

<b>1</b>	Most Recent Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer?  yes  no  contact me first

<b>2</b>	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer?  yes  no  contact me first

<b>3</b>	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

**AGREEMENT AND RELEASE**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Kitsap County to conduct a complete investigation of any and all information contained in this Employment Application. In the event of employment, I understand that any false or misleading statements contained in my application may result in discharge. I further understand that I will be required to abide by all Kitsap County rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**KITSAP COUNTY SHERIFF'S CIVIL SERVICE COMMISSION  
SUPPLEMENTAL QUESTIONNAIRE  
FISCAL TECHNICIAN 2**

**NAME OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The effectiveness of the Sheriff's Office hinges on the quality of the personnel it employs and the levels of public trust in those personnel. Public Safety work is a personal service of the highest order requiring dedication and professionalism in those individuals who are employed in this career field.

**INSTRUCTIONS:** This questionnaire is an effort to assist you and the Civil Service Commission in determining whether or not you meet the qualifications for this position. **The questionnaire is a mandatory part of the examination process. Your responses will be used in determining whether or not you proceed further in the examination process.** When requested, include in your responses to the following questions the company/agency employed with, period of time employed, hours worked per week, degrees earned or courses taken, and training attended. Coincide responses with those on the County application. Attach additional sheet(s) in the same format listed if necessary to include **all** of your related experience. A resume attached or "see resume" response in lieu of answering any questions below **WILL NOT** be rated.

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**BACKGROUND INFORMATION:**

The Kitsap County Sheriffs Office conducts background investigations on candidates for positions within the office. These investigations may include, but are not limited to: reference checks, personal interviews, oral boards, neighborhood check, employer work history check, polygraph or computer voice stress analysis examination, criminal and driving record checks and financial history check.

Failure of any portion of the background investigation will be cause for removal from the employment list, as per the Civil Services Rules. **DECEPTION AT ANY POINT IN THE PROCESS WILL RESULT IN DISQUALIFICATION.** Candidates can be removed from the hiring list for the following reasons; felony criminal convictions/activities, patterns of misdemeanor criminal activities, use of controlled substances, driving history and/or an irresponsible work history. Upon completion of the background investigation each candidate's suitability will be reviewed before proceeding to the next step in the hiring process. An applicant will be ineligible, if in the past 12 months, the applicant was removed for cause from a previous Kitsap County Sheriffs Office hiring list.

The effectiveness of the Sheriff's Office hinges on the quality of the personnel it employs and the level of public trust in our personnel. The quality and level of the services the Kitsap County Sheriffs Office provides is directly related to how well its employees perform their job functions. Kitsap County Sheriffs Office employees **must** have integrity, intelligence, tact, good judgment, physical courage, good communications skills, emotional and financial stability, impartiality, understanding, sensitivity, a lack of prejudices or biases, honesty and good moral character.

Attached is a list of standards, disqualifiers and conditions of work. Select the appropriate answer for each statement. All answers will be verified in the course of the background investigation. Dishonesty is a reason to reject an application.

**EMPLOYMENT AND EDUCATION QUALIFICATIONS**

1. May we contact you through email for all correspondence regarding this position?  
 YES – If yes, please provide a reliable email address: \_\_\_\_\_  
 NO

2. Describe your work experience in bookkeeping, accounting, auditing or related field. (2 years full time equivalent experience is required.)

\_\_\_\_\_ to \_\_\_\_\_  
 Company Name Mo/Yr Mo/Yr Hrs/Week Your Title

Brief description of work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
 Company Name Mo/Yr Mo/Yr Hrs/Week Your Title

Brief description of work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
 Company Name Mo/Yr Mo/Yr Hrs/Week Your Title

Brief description of work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. List your related education. (Completion of college level coursework from a college or university accredited by an agency recognized by the US Department of Education or equivalent, in bookkeeping, accounting, or related field may be substituted for up to one year of the required experience.)

Related Courses	School Attended	Dates	Degree/Cert.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE NOTE: Any applicant using education to meet the minimum qualifications for this position will not be hired until their transcripts from an accredited college or university are on file. Accreditation must be by an agency recognized by the U.S. Department of Education. Please attach a copy of your transcripts or diploma. If requesting transcripts from your educational institution, they may be sent to Kitsap County Personnel, 614 Division Street, MS-23, Port Orchard, WA 98366-4676.

4. Do you have experience with word processing using Microsoft word?  YES  NO\*  
**If yes, please explain the versions you have used and list the types of documents you produced using Microsoft word.**

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5. Do you have experience with spreadsheets using Microsoft excel?  YES  NO\*  
**If yes, please explain the versions you have used and list the types of documents you produced using Microsoft excel.**

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**\*If you selected no and do not have experience in Microsoft word or excel, this is a requirement of the position and you will not be eligible to be considered for this position.**

6. Do you have experience in Governmental Accounting?  YES  NO  
**If yes, please explain your experience and include in your response the employer, your title and your roles and responsibilities related to governmental accounting.**

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7. Do you have experience in Accounts Payable?  YES  NO  
**If yes, please explain your experience and include in your response the employer, your title and your roles and responsibilities related to accounts payable.**

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7. Do you have experience using the JD Edwards Accounting/Payroll Software?  YES  NO  
**If yes, please explain your experience and include in your response the employer, your title and your roles and responsibilities related to utilizing the JD Edwards Software.**

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8. Do you have experience using the Kronos Payroll Software?  YES  NO  
**If yes, please explain your experience and include in your response the employer, your title and your roles and responsibilities related to utilizing the Kronos Payroll Software.**

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9. Are you willing to work weekends, holidays, evenings, overtime, swing shift and rotating shifts if required?  YES  NO\*  
**\*If no, you will not be eligible to be considered for this position.**

**HIRING STANDARDS:**

The following hiring standards represent the maximum allowable violations of the driving, criminal and narcotics laws. Please read each question and each category carefully. Exceeding any standard in any category will be grounds for **automatic disqualification** for employment. **NOTE:** *If you have questions regarding the meaning of any statements listed below, seek clarification before you submit your application. To do so, call the Background Investigations Detective at 360-337-7111 or 360-307-4238*

- 1. I will cooperate in a background investigation by providing complete and truthful information on this application and to the investigator.  YES  NO\*
- 2. I am now a United States Citizen (RCW 41.04.100). (Proof may be required)  YES  NO\*
- 3. I am 21 years old or older at the time of this application or closing date.  YES  NO\*
- 4. I will be truthful with the polygraph or computerized voice stress analysis examiner.  YES  NO\*
- 5. I can read, write and speak the English language, so as to be easily understood by others. (RCW 41.04.100).  YES  NO\*
- 6. I have all the educational requirements needed to fill this position.  YES  NO\*
- 7. I have or can obtain a Washington drivers license by the date of employment.  YES  NO\*

***\*If you selected any of the above answers with an asterisk, you will not be eligible to be considered for this position.***

- 8. I have been passed over/removed from a Kitsap County Sheriffs Office employment list.  YES  NO If yes, state when and reason: \_\_\_\_\_
- 9. Have you ever been terminated or resigned in lieu of termination from any employment?  YES  NO If so, Which \_\_\_\_\_ When \_\_\_\_\_

**LEGAL STANDARDS:**

It is not uncommon for a candidate to have had contact with the criminal justice system but because of the nature of employment with the Kitsap County Sheriff's Office a candidate must be in good standing with the community and the criminal justice system. The following is the maximum allowable contact with the criminal justice system.

- Any Felony convictions - **Automatic Disqualifier**
- Domestic violence conviction of any kind - **Automatic Disqualifier**
- Since turning 18, 3 or more misdemeanor convictions - **Automatic Disqualifier**
- No misdemeanor convictions in the last 3 years.
- Misdemeanor convictions under the age of 18 will be reviewed on a case-by-case basis.

Is your record clear of felony convictions, domestic violence convictions or 3 or more adult misdemeanor convictions?  YES  NO\*

*\*If no, you will not be eligible to be considered for this position.*

**DRUG USE STANDARDS**

It is common for candidates to have experimented with or casually used illegal substances in their past. **Any** usage of illegal drugs over the allowed standard is an **automatic disqualifier**. Each category mentioned below includes **all forms and derivatives** of these controlled substances. No abuse of prescription medications and/or over the counter medications.

**DRUG FREE:** Each applicant must be drug free for a minimum of 3 years in all categories of narcotics use prior to this application. Your stated past drug usage will be confirmed by a background investigation and polygraph/computerized voice stress analysis examination.

**Marijuana/Hashish:**

- 1). No use/possession for the last 3 years
- 2). No use after the age of 25
- 3). Usage under the age of 25 will be reviewed on a case-by-case basis

Have you used or possessed any marijuana/hashish in the last 3 years or at all over the age of 25?  YES\*  NO

**All Other Illegal Narcotics such as: Amphetamines, Cocaine, Hallucinogens, Steroids and Opiates:**

- 1). No use/possession for the last 3 years
- 2). No use after the age of 25
- 3). Usage under the age of 25 will be reviewed on a case-by-case basis and may result in a disqualification.

Have you used or possessed any other Illegal Narcotics such as: Amphetamines, Cocaine, Hallucinogens, Steroids and Opiates in the last 3 years or at all over the age of 25?  YES\*  NO

**Any use of intravenous illegal drugs is an automatic disqualifier.**

Have you ever used intravenous illegal drugs?  YES\*  NO

*\*If selected yes to any of the above questions, you will not be eligible to be considered for employment.*

**DRIVING RECORD STANDARDS:**

Candidates who apply for a position that requires driving must be able to fulfill all traveling requirements of the position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

In addition, candidates who fill positions that include driving as an essential function (generally those that drive 5 or more hours per week) or transport persons must have a safe driving record, subject to verification. Prior to employment, the selected applicant must provide a copy of their complete state driving record.

In an effort to determine whether there are any disqualifying factors in your driving history, please respond to the following questions:

1. Do you have a valid driver's license? \_\_\_\_\_ State of issue: \_\_\_\_\_  YES  NO\*  
 Have you had your license for at least one year?  YES  NO\*  
 NOTE: You must possess a valid Washington State Driver's License by time of appointment.
2. Are you at least 18 years old?  YES  NO\*
3. Has your driver's license been suspended in the last three years?  YES\*  NO  
 Has it been suspended more than once in the last five years?  YES\*  NO
4. Has your driver's license been revoked in the last five years?  YES\*  NO
5. Have you been convicted once in the last three years, or twice in the last five years for reckless driving or other similar offenses (e.g. careless driving)?  YES\*  NO
6. Have you been convicted in the last five years for any driving offense involving the use of drugs, alcohol, or any controlled substance?  YES\*  NO
7. Have you been convicted in the last five years for a hit and run offense involving bodily injury or reportable property damage?  YES\*  NO
8. Have you been found at-fault for two or more accidents in the last five years, or found at fault in any accident in the last five years resulting in a fatality?  YES\*  NO
9. **Please list all traffic violations for the last five years below.** Your driving record for the last five years will be reviewed. You may exclude any parking violations and "Photo Enforcement Tickets" which count as parking tickets.

Conviction	Agency	Date	Disposition

10. Do you have any driving-related charges pending?  YES\*  NO  
 If yes, please list:

Conviction	Agency	Date	Disposition

**A "yes" answer to any question above or a review of the driving record may disqualify you for the position.**

**Please carefully read the following conditions of employment for this position. As an employee in this position, you must be willing and able to:**

- a. Occasionally perform required work outside your job description.
- b. Agree that the integrity of the information in the Sheriff's Office is vital and any breach of confidentiality will result in immediate dismissal.
- c. Consent to being fingerprinted and take a polygraph/truth verification test.
- d. Work in a high-stress environment of a law enforcement agency.
- e. Respond to irate or argumentative people in a tactful and diplomatic manner.
- f. Work in a disciplined environment and carry out orders even if you do not agree with them.
- g. Take instructions and abide by the policies, procedures, rules and regulations of the Kitsap County Sheriff's office.
- h. Perform routine and repetitious tasks for long periods of time.
- i. Be exposed to materials containing graphic, explicit details of gruesome crimes.
- j. Work varying shifts, i.e. nights, weekends, and holidays, and report to work at assigned location.

**Applicant, after reviewing these standards and disqualifiers, are you still qualified for the position you are applying for with the Kitsap County Sheriff's Office?**  YES  NO\*

***\*If no, please do not submit your application for consideration for this position.***

**I have read the job description for this position and am able and willing to perform the essential functions and certify that the answers given herein are true and complete to the best of my knowledge.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**NOTE:** A personal background check through Law Enforcement Agencies will be conducted on all applicants prior to appointment, based on information supplied on your application and supplemental questionnaires.

10/09CAM/FiscalTech2/Sheriff

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# KITSAP COUNTY

## Equal Employment Opportunity Questionnaire

Kitsap County is proud to be an Equal Employment Opportunity employer, committed to a diverse workplace. It is the policy of Kitsap County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, religion, sex, marital status, sexual orientation, age, disability, or veteran status. For this purpose, and to help us comply with government recordkeeping, reporting and other legal requirements, please complete this affirmative action questionnaire. Completing this form is voluntary and will remain confidential. This information will be maintained in a separate file and will not be provided to supervisors, the appointing authority or other department employees. It will not be used in the evaluation of your application.

Position Applied For:

Date:

Name:

Social Security #:

(Disclosure of your Social Security Number is voluntary and will be used for applicant tracking only.)

GENDER:

Male

Female

ETHNIC ORIGIN: Indicate one only.

White/Caucasian

Black/African American

Hispanic

Asian/Pacific Islander

Native American

ARE YOU:

Disabled

Vietnam Era Veteran

Other Veteran

Disabled Veteran

### RECRUITING SOURCE

Where did you first learn of this position?

Kitsap County Website (kitsapgov.com)

Career Builders Online

Kitsap County Job Posting Board

Yahoo.com

Kitsap County Job Line

Craig's List.com

Job Posting at Other Public Agency

Jobdango.com

Referred by County Employee

Monster.com

Referred by Friend

Kitsap Sun Newspaper

Worksource

Seattle Times

AWC Jobnet

Seattle Times Online

Courthouse Journal

Kitsap Newsgroup Newspaper

Careers in Government

Spokesman Review

Jobs Available Online

Oregonian

Jobs Available Publication

Oregonian Online

Government Jobs Website

Tacoma News Tribune

Posted at Professional Associations

Tacoma News Tribune Online

Idaho Statesman

Olympian

Idaho Statesman Online

Olympian Online

Other...Specify Source \_\_\_\_\_

FOR OFFICE USE ONLY

Address Book #

Requisition #