



PIERCE COUNTY
invites applications for the position of:

Sex Offender Registration (SOR) Specialist - Sheriff's Department

SALARY:	\$28.21 - \$35.28 Hourly
OPENING DATE:	10/14/21
CLOSING DATE:	10/28/21 11:00 PM
DESCRIPTION:	



This is specialized technical work for the Pierce County Sheriff's Department. An employee in this classification is responsible for the sex offender registration functions of the Sex Offender Registration Unit. An employee in this classification must use considerable initiative and judgment in interpreting or adapting policies, procedures, and applicable guidelines. Work in this classification involves the use of independent judgment and is performed under general supervision.

POSITION SUMMARY:

- Research and review unrated sex offender conviction, incarceration and psychological records and utilize appropriate risk assessment tool to determine level of risk a sex offender poses to the community; determine aggravation or mitigation to sex offender risk level.
- Research local, state, and federal statutes, criminal histories, incarceration records and court records to determine if an unrated offender has an obligation to register in the State of Washington; make appropriate notifications.
- Research local, state, and federal statutes, criminal histories, incarceration records and court records to determine if an offender has met his/her obligation to register; relieve him/her of the duty to register by notifying the state registry and offender.
- Compile, review and calculate verification, arrest, prosecution, DNA and anecdotal transient data to create and submit quarterly reports for WASPC (Washington Association of Sheriffs and Police Chiefs) Verification Grant Project; answer grant related questions from participating law enforcement agencies; review cooperating agency reports for completeness.
- Review and process Failure to Register reports; if the report has the elements for prosecution make appropriate entries in the sex offender databases, publish the offender

on the website, notify the state registry and forward documents to the Prosecutor's Office for consideration of charges.

- Interpret and explain sex offender laws and regulations to citizens, offenders, and other local, state and federal agencies; communicate and draft correspondence responding to inquiries or related to registered offenders, registration statutes, public notification and verification regulations.
- Analyze and resolve complex issues and/or technical problems involving policies and procedures, rules and regulations, federal, state and local laws with respect to the sex offender registration program.
- Monitor and keep superiors apprised of legislative changes to sex and kidnap offender laws in order to ensure consistent interpretation of laws, rules, policies and procedures; revise policies, procedures and forms to reflect change in law.
- Make appropriate legal notification to schools of offenders attending or working in the institutions; respond to requests for information or questions from school administration.
- Perform lead functions such as setting priorities; distributing and checking work; devising and evaluating office procedures and implementing changes subject to approval of supervisor; providing technical assistance as needed; resolving minor work and personnel problems; and providing input on performance evaluations.
- Install, train, administer and maintain the state-wide Offender Watch (OW) software program for law enforcement and government users within Pierce County.
- Maintain, update and monitor sex offender registration information posted on the department website.
- Testify in court regarding Failure to Register and offender Department of Corrections violation hearings.
- Represent the Sheriff's Department on various state and local committees pertaining to sex offender registration.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

QUALIFICATIONS:

- Three or more years of progressively responsible technical experience in the area of sex offender registration programs and/or criminal justice. Additional education or related experience may substitute for the recruiting requirements.
- United States citizenship and the ability to read and write the English language as required by RCW 41.14.100.
- A valid Washington State driver's license may be required when travel is required of the position.
- Prior to being hired in the Sheriff's Department, a candidate must successfully complete the Pierce County Sheriff's Department background investigation, which may include a medical physical examination, behavioral assessment and polygraph.

SUPPLEMENTAL INFORMATION:

EXAMINATION PROCESS:

Answering the supplemental questions is part of the examination process and is MANDATORY.

Answer each question fully and clearly. Please describe in detail your past work experience and education in the following areas. List your employer(s) and dates of employment separately for each question.

Your answers will be scored according to established criteria. Please be specific and detailed in your answers, so that enough information is provided in order to be evaluated. Incomplete information will result in a lower score or rejection of your application.

Applicants must successfully complete the experience and training examination with a passing score of 70%.

Prior to appointment, a thorough background investigation will be conducted consisting of, but not limited to: personal history statement, personal interviews, employment check, professional and personal reference checks, job specific interviews, criminal and credit checks, neighborhood check, fingerprinting, polygraph examination and a drug screen. Failure to pass any phase of the background investigation shall be cause for removal from the employment register.

Veteran's preference will be granted in accordance with RCW 41.04. If you are eligible to have veteran's scoring criteria applied to your examination score, you must submit a copy of Copy 4 of your DD214 with your application.

Candidates will be referred from the register to fill vacant positions occurring within one (1) year from the date the name is placed on the register.

All Sheriff Department employees serve a one (1) year probationary period.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.piercecountywa.org/jobs>

Position #CS21-28
SEX OFFENDER REGISTRATION (SOR) SPECIALIST -
SHERIFF'S DEPARTMENT
SH

Pierce County Human Resources
4301 S Pine St, Suite 200
Tacoma, WA 98409
(253) 798-7480
For Sheriff's Department positions: 253-798-6250
pchumanresources@co.pierce.wa.us

Sex Offender Registration (SOR) Specialist - Sheriff's Department Supplemental Questionnaire

- * 1. Do you have a high school diploma or GED certificate?
 - Yes
 - No
- * 2. Are you a United States citizen or lawful permanent resident (as required by RCW 41.14.100)?
 - Yes
 - No
- * 3. Describe your technical work experience in sex offender registration programs and/or criminal justice. Include employer(s) with dates of employment and your specific duties and responsibilities. (50 pts)
- * 4. Describe your experience completing risk assessments for sex offenders to determine the level of risk they pose and the level of community notification which is warranted. Include employer(s) with dates of employment and your specific duties and responsibilities. (20 pts)

- * 5. Describe your experience researching local, state, and federal statutes, criminal histories, incarceration records and court records to determine if an offender has an obligation to register in the State of Washington. Include employer(s) with dates of employment and your specific duties and responsibilities. (10 pts)

- * 6. This position performs lead functions. Describe your experience leading or assigning work to personnel. Include employer(s), specific duties; # of personnel, type of personnel (i.e. legal support, clerical), dates and years of experience. (10 pts)

- * 7. Describe your experience in the interpretation and/or implementation of the laws consistent with the regulations controlling sex offender registration. Include employer(s) with dates of employment and your specific duties and responsibilities. (10 pts)

- * 8. CERTIFICATION OF STANDARDS READ THE FOLLOWING INFORMATION CAREFULLY. Your certification will be verified during the course of the background investigation and polygraph examination. INCONSISTENT INFORMATION OR DISHONEST CERTIFICATIONS WILL BE GROUNDS FOR REJECTING YOUR APPLICATION. INCONSISTENT INFORMATION IS CONSIDERED DECEPTION. Pierce County Sheriff's Department - Standards on Illegal Drug Possession *No marijuana use since the register is certified; and *Any marijuana use must not have exceeded twenty-five (25) times in the past two (2) years; and *No use of all other illegal drugs within the past three (3) years; and *Any use of all other illegal drugs must not have exceeded four (4) times total in the past ten (10) years; and *No use of illegal drugs by free-basing or needle injection (excluding steroids); and *No illegal use of steroids within three (3) years; and *No illegal drug use since making any criminal justice application; and *No cultivation, manufacture, production, distribution, transportation of marijuana for profit or pattern of criminal behavior for five (5) years; and; *No cultivation, manufacture, production, distribution, transportation of all other illegal drugs for profit or pattern of criminal behavior for ten (10) years; and *Prescription drug misuse will be looked at on a case by case basis. It is understood that many candidates have experimented on a limited basis with illegal controlled substances in their past, and this behavior may not be an accurate indication of future performance with PCSD. Possession of any controlled substance outside the above standard, that occurred more than ten (10) years prior to applying, will be considered, upon request of the candidate. Pierce County Sheriff's Department Background Standards *No Adult Felony Convictions; *No Adult Domestic Violence Statute Convictions; *No non-traffic misdemeanor convictions within three (3) years; *Juvenile Convictions will be carefully reviewed; *No Pattern of Criminal Behavior. *No Criminal Driving Convictions within 36 months preceding the date of this application. **PROCESSING REQUIREMENTS OF THE POSITION** * I am a US Citizen or lawful permanent resident, as required by the RCW. * I can read and write the English language so as to be easily understood, as required by the RCW. * I have a high school diploma or GED. * I possess or can obtain a valid Washington State driver's license by the date of hire. * I am able to provide proof of insurability. * I am willing to undergo a thorough medical examination and psychological evaluation, if required. * I am willing to undergo a polygraph examination. * I am willing to undergo a pre-offer drug screening UA. * I am able to perform, with or without reasonable accommodation, the essential functions of the position (Please see "Essential Functions" section of announcement). * I have not been removed for cause from an employment register for any position in the Pierce County Sheriff's Department during the past 12 months from the date of this application. NOTE: If you have committed illegal actions, whether or not you were caught, these actions may be grounds for

disqualification. If you have questions regarding this issue, you may contact the Civil Service Commission Office or the Pierce County Sheriff's Department Background Unit. Do you certify that you meet the standards listed above?

Yes

No

* Required Question