



**PENDLETON COUNTY SHERIFF'S OFFICE
DEPUTY PROCESS**

REQUIREMENTS FOR CONSIDERATION OF EMPLOYMENT

- Applicants must be at least 18 years of age to be eligible for employment as a Deputy Sheriff. (There are no other age limitations).
- Applicants must possess a valid drivers license.
- Applicants must possess a high school diploma or equivalent.
- Applicants must be U.S. citizens.

APPLICANTS THAT ARE CERTIFIED LAW ENFORCEMENT MUST PROVIDE A COPY OF CERTIFICATION WITH THE RETURN OF THE APPLICATION. APPLICANTS THAT ARE CERTIFIED LAW ENFORCEMENT ARE EXEMPT FROM THE PHYSICAL EXAMINATION.

APPLICANTS THAT ARE ACTIVE CIVIL SERVICE DEPUTIES OR HAVE PREVIOUSLY TAKEN AND PASSED THE CIVIL SERVICE EXAMINATION WITHIN THE PAST TWO YEARS ARE EXEMPT FROM THE CIVIL SERVICE EXAMINATION.



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APPLICATION PROCESS STEPS

1. Complete application and return via email or in person.
 2. Civil service examination.
 3. Physical ability test/assessment.
 4. Background investigation.
 5. Interview.
- **Applications will be accepted until the position/positions are filled.**
 - Applications are available in person at the County Courthouse (Clerks Office) & online at (<https://pencowv.com/departments/sheriff/>)
 - Applications can be returned in person to the County Courthouse (Clerks Office) or emailed to jdempsey@pendletoncountywv.gov
 - Deputy civil service examination will be administered **twice per month.**
 - Applicants will be notified of dates.
 - Deputy physical ability test will be administered **twice per month.**
 - Applicants will be notified of dates.

ALL APPLICANTS WHO SUCCESSFULLY PASS THE REQUIREMENTS SET FOR THE CIVIL SERVICE EXAMINATION & PHYSICAL ABILITY EXAMINATION, WILL CONTINUE TO THE BACKGROUND AND INTERVIEW PHASE OF THE HIRING PROCESS.



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PHYSICAL ABILITY EXAMINATION

- **SIT-UPS:** DESIGNED TO MEASURE ABDOMINAL MUSCULAR ENDURANCE. THE SCORE IS THE NUMBER OF BENT KNEE SIT-UPS PERFORMED IN ONE (1) MINUTE. THE MINIMUM STANDARD FOR THIS TEST IS TWENTY-NINE (29) SIT-UPS.
- **PUSH-UPS:** DESIGNED TO MEASURE UPPER BODY MUSCULAR ENDURANCE AND ABSOLUTE STRENGTH. THE SCORE IS THE NUMBER OF PUSH-UPS PERFORMED IN ONE (1) MINUTE. THE MINIMUM STANDARD FOR THIS TEST IS TWENTY-SEVEN (27) PUSH-UPS.
- **1.5 MILE RUN:** DESIGNED TO MEASURE CARDIOVASCULAR CAPACITY. THE SCORE IS THE NUMBER OF MINUTES AND SECONDS IT TAKES TO COMPLETE THE 1.5 MILE RUN. THE MINIMUM STANDARD FOR THE TEST IS THE COMPLETION OF THE RUN IN FOURTEEN (14) MINUTES AND THIRTY (30) SECONDS (14:30).

EACH TEST IS GRADED AS PASS OR FAIL. ACCEPTANCE IS BASED UPON SUCCESSFULLY PASSING ALL MEASURES.

APPLICANTS SHOULD BRING APPROPRIATE CLOTHING AND FOOTWEAR TO PARTICIPATE IN THE PHYSICAL ABILITY EXAMINATION.