**From:** Jen McAneney <jen.mcaneney@co.thurston.wa.us>   
**Sent:** Friday, June 9, 2023 6:18 AM  
**To:** Wayne Jones <wayne.jones@co.thurston.wa.us>  
**Cc:** Jim David <jim.david@wafop.com>; Knute Lehmann <knute.lehmann@co.thurston.wa.us>  
**Subject:** RE: Civil Service Classification Revisions

Hi Wayne:

I don’t feel it’s necessary to change the minimum age of the Legal Assistant job classification to 18.

First, I don’t believe we are losing enough “otherwise qualified applicants” due to the age restriction, and would like to see the statistics this statement is based on. Does civil service regularly reject applicants that are between 18 and 20? And if they do how would we know they are “otherwise qualified” if they haven’t been processed through background?

Additionally, the other qualifications in the Legal Assistant job classification require a high school diploma, one year of college course work and two years of work experience in the legal, law enforcement or administrative support field. In order to meet the other requirements one must have at least 3 years of college or 3 years of experience of a combination of education or experience to equal 3 years. I don’t imagine enough 18-20 year old’s would meet this qualification to justify the change.

Lastly, has the Sheriff’s Office consider the possibility that by changing the minimum age for the Legal Assistant Classification they are also effectively changing the age of the Legal Assistant Supervisor Classification and are they prepared to have 20 year old Legal Assistant Supervisors?

Thank you for your consideration.

**Jen McAneney |** Staff Assistant

Thurston County Sheriff’s Office **|** Corrections Bureau

Mailing Address:   2000 Lakeridge Dr SW, Olympia, WA  98502

Physical Address:  3491 Ferguson St SW, Tumwater, WA 98512

Phone: (360)709-5932 | Email: [jen.mcaneney@co.thurtston.wa.us](mailto:jen.mcaneney@co.thurtston.wa.us)