



SHERIFF-CORONER DEPARTMENT

EMPLOYMENT OPPORTUNITY

Community Services Officer

Hiring Range: \$3,941 to \$4,336 / Monthly + Benefits



About the Position

The County of Yuba is recruiting to fill the position of Community Services Officer. Community Services Officers relieve sworn deputy sheriffs of non-hazardous police-related duties such as calls for service, criminal investigation support, crime scene processing and report writing. They act as a liaison between the Sheriff's Department and the public to promote positive public relations for the department. Community Services Officers also establish public contacts to aid in crime prevention, community-based activities, and perform related work as assigned. We are seeking dedicated, public service minded individuals to join our team in this position.

Ideal Candidate

The incumbent must be self-motivated, highly organized, accountable, and possess the ability to learn and adapt in a fast-pace, multi-tasking environment. The ideal candidate will be a team player with the ability to efficiently work independently. Provide excellent customer service to both internal and external customers and maintain flexibility for shiftwork as compulsory to the departments needs.

Qualifications

MINIMUM: Graduation from high school and two (2) years of related administrative experience requiring frequent public contact and the interpretation of codes, rules and regulations equivalent to the County's class of Sheriff's Records Clerk or Evidence Technician.

PREFERRED: In addition to the minimum, possession of an Associate's Degree with major course work in administration of justice, criminal justice, law enforcement or a field related to the work and possession of a P.O.S.T. Basic Certificate and up to four (4) years of responsible administrative experience in a public safety agency.

SPECIAL REQUIREMENTS: Minimally qualified applicants are required to submit a background packet (Personal History Statement) upon request to the Sheriff's Department for pre-review. Must successfully complete a detailed background investigation with a fingerprint check prior to hire, and pass a medical and psychological exam. DMV printout prior to hire. Work off-hours, night, weekend and/or holiday shifts and required to perform disaster service activities pursuant to Government Code 3100-3109.

Examples of Duties

- ⇒ Relieve sworn sheriff deputies by handling time-consuming, non-hazardous calls including: the preparation of check and fraud cases; providing traffic and/or crowd control for accidents, parades and other special functions; assisting with routine traffic matters; assisting in the location of missing juveniles and adults.
- ⇒ Coordinate and maintain community crime prevention activities (i.e. Neighborhood Watch Program); act as a liaison between the Sheriff's Department and the general public in regards to crime prevention activities; promote and maintain positive public contacts and relations to ensure the community remains a vital part of crime prevention; make public presentations to the community and various groups about crime trends and techniques for preventing crime; provide training to community businesses, schools, residents and other governmental agencies on home safety, school safety, drug and gang recognition/prevention, internet safety, senior fraud, identity theft, vehicle burglary/theft prevention and other crime prevention activities.
- ⇒ Perform follow-up coroner's casework including, making autopsy arrangements, contacting the physician(s) and making a determination as to certifying the cause of death, contacting family or next-of-kin, safeguarding and releasing property.
- ⇒ See job description for all Essential Job Duties.

About the Sheriff's Department

The Yuba County Sheriff's Office is comprised of multiple functions within the Operations Division including Valley and Foothill Patrol, Investigations, Narcotics Task Force, Gang Enforcement, Marijuana Eradication Team, Coroner, Crime Prevention, Crisis Negotiation Team, SWAT, Canine Program, Field Training Officer, Aero Squadron, and Marine Enforcement. The department is committed to working in partnership with the community to identify and resolve public safety and quality of life issues, consistent with its core values. The Sheriff's Office provides a full range of services to an estimated population of about 70,000. The Sheriff's Department is located in the City of Marysville with a substation in Brownsville.

The County of Yuba is an Equal Opportunity Employer (EOE) and participates in the E-Verify program.

Work With Us!

County of Yuba Human Resources
915 8th Street, Suite 113
Marysville, CA 95901
(530) 749-7862

Final Filing Date:

Monday, December 13, 2021 @ 5:00 p.m.

For specific details, a complete benefit summary and to apply please visit:

<https://www.calopps.org/yuba-county>