



THE COUNTY OF SUTTER

Invites Applications for Correctional Officer

****Lateral Entry Only****

\$4,041 - \$5,231/Monthly*

**With 2 years full-time California correctional officer experience
and the Adult Corrections Officer Core Course Certificate**

\$4,498 - \$5,231/Monthly*

**With 4 years full-time California correctional officer experience
and the Adult Corrections Officer Core Course Certificate**

**Final Filing Date
Open Until Filled**

THE POSITION: Under general supervision, performs security, clerical and general work activities as assigned to specific functions associated with jail duty, bailiff duty, transportation of prisoners, and serving of civil processes. This position requires the ability to work 12 hour shifts, overtime, evenings and weekends. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.***

JOB DUTIES: Enforces facility policies and procedures; maintains inmate discipline; supervises, observes and monitors inmate activities in the facility on a continual basis; takes headcounts of inmates as required; processes booking of inmates in/out of facility; completes applicable forms; secures personal property; makes photographic and fingerprinting records of incoming arrestees; ensures the general health, welfare, security and safety of inmates; maintains and controls jail supplies; takes, records and delivers inmate commissary orders, participates in the distribution of mail and the supervision of telephone usage; serves as control room, key room, and visitation room officer; transports inmates to/from courts, state institutions, other jails, hospitals or elsewhere as directed; watches video monitor to assure facility security; makes rounds of facility to maintain security; checks locks, alarms and other security devices; searches inmates, mail, cells, or other jail facilities to locate/remove contraband; assists with conducting searches for escapees; assists officers in restraining violent/unruly arrestees; processes dispositions on warrants and warrants for booking; serves at the pleasure and direction of the various courts; consults with the judge to review court calendar or exchange other information; maintains a security presence in the courtroom to ensure safety of court personnel, to identify/prevent disturbances of court proceedings, and to identify/prevent potential violence or use of weapons; prepares and/or reviews court calendars; escorts inmates to/from court appearances; oversees the custody and care of inmates present in court; calls the court to order; seats the jury and witnesses; provides security for care and safety of the jury; performs security checks of court buildings and facilities; performs various errands as needed; coordinates service of all civil documents, including writs of execution, subpoenas, declaration and orders; acts in the capacity of "keeper"; prepares civil returns; operates a computer to enter, modify and review data; prepares and/or generates various forms and documentation; reviews various documentation and processes, forwards, or takes other action as appropriate; maintains departmental records; communicates via telephone and two-way radio, provides information, takes messages and/or directs calls as appropriate; responds to requests for information or assistance.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

REQUIREMENTS FOR CORRECTIONAL OFFICER LATERAL ENTRY: Correctional Officer Lateral Entry candidates must possess an Adult Corrections Officer Core Course Certificate (S.T.C. Certified Jail Operations Course) and be currently working as a full-time correctional officer in a California corrections public agency or currently working full-time as a sworn officer in a California law enforcement agency.

Knowledge of: Departmental policies, procedures and activities as they relate to the performance of duties; rules and regulations governing the handling of inmates in detention; security procedures; occupational hazards and safety techniques; safety/health rules and regulations; legal and courtroom procedures; basic mathematics; specialized security and law enforcement equipment and tools; standard office equipment; and basic computer applications and techniques; principles and techniques for preparing, monitoring and maintaining record keeping systems.

Ability to: Restrain individuals without causing physical harm; establish and maintain effective working relationships with prisoners, jail staff, courtroom officials, other department staff, and members of the public; communicate effectively both orally and in writing; prepare and maintain records; operate specialized security and law enforcement equipment and tools; operate standard office equipment; operate a motor vehicle; utilize various computer software programs relevant to the position.

Special Requirements: *Essential Duties require the following physical skills and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; ability to think and act quickly in emergencies; effectively deal with personal danger; maintain physical condition appropriate to the performance of assigned duties and responsibilities including subduing resisting individuals, chasing fleeing subjects, running, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures; operate assigned equipment and vehicles; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer; data entry or use of other office equipment or supplies; maintain effective audio-visual discrimination and perception needed for making observation and communicating with others; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold.

Other Requirements: Shall not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction which would have been a felony if committed in this state, pursuant to Government Code, Section 1029; shall not have been convicted of any offence that would preclude the possession of a firearm; shall have a good moral character as determined by a thorough background investigation pursuant to Government Code Section 1031; shall be a citizen of the State of California pursuant to Government Code 24103. Must be at least 21 years of age at the time of appointment.

License or Certificate: Must possess and maintain a valid California State Driver's License and an Adult Corrections Officer Core Course Certificate (S.T.C. Certified Jail Operations Course).

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 18 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** to apply online at

www.CalOpps.org

Applicants are also invited to attach any additional information in resume form.

For additional information, please visit our website at www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

PERS <u>Miscellaneous</u> Retirement (NON-Safety)			PERS <u>SAFETY</u> Retirement (Law, Fire, Probation Officers)		
Tier 1 Classic	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE	Up to 11-15-2011
Tier 2 Classic	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE	11-16-11 to 12-31-2012
Tier 3 New	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE	1-1-13 (PEPRA)

Note: Tier formula eligibility depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who are enrolled in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Notice: In accordance with Government Code 3502.5 all employees hired into job classifications in the General and Professional Bargaining Units are bound by an Agency Shop Agreement and are represented by the Sutter County Employees Association labor contracts. All employees hired in these Bargaining Units are required to pay an initiation fee of \$45.00, plus dues of approximately 1% of the employee's base pay to the Sutter County Employees Association.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.