



THE COUNTY OF SUTTER

Invites Applications for

DEPUTY SHERIFF

\$4,236 - \$6,096/Monthly

FINAL FILING DATE:

March 2, 2018

THE POSITION: Under direct supervision of the Patrol Sergeant, performs law enforcement and crime prevention work. Shift work, standby and weekend work is required. New employees in the classification of Deputy Sheriff, who have not successfully completed Field Officers Training, shall be paid ten percent (10%) below the entry step of the salary range for such classification until such time as they are certified by the Sheriff's Office as having met all Field Training Officers' requirements. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.***

IMPORTANT & ESSENTIAL DUTIES: Enforces all applicable codes, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime and promote security; patrols designated areas via motor vehicle, via boat, or on foot to detect and deter criminal activity and traffic violations; prevents/discovers commission of crime; inspects premises of residential/commercial buildings/properties to detect suspicious conditions; apprehends, arrests and processes criminals, fugitives and offenders; writes citations; responds to calls relayed by dispatchers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing person searches, public service duties, stranded motorists, etc.; conducts preliminary investigations; interviews victims, complainants, witnesses and takes statements; gathers information and evidence; secures crime scenes; participates in court activities; inspects premises of residential/commercial buildings/properties to detect suspicious conditions; testifies in judicial proceedings; performs various court-related functions as assigned (e.g., serves warrants, subpoenas and civil process documents); provides traffic control and police protection for events such as parades, processions, funerals, ball games, school crossings, etc; provides security/escort services to individuals, businesses or others as appropriate; inspects and maintains assigned patrol vehicle, uniform, weapons, etc; creates/maintains positive public relations with the general public; educates the public on laws, law enforcement, crime prevention, drug abuse, etc; responds to questions, complaints and requests for information/assistance by telephone or in person from the general public, court personnel employees, officials, motorists, other agencies or other persons; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary; prepares and maintains reports, files, logs, records, citations, forms and other documentation; performs other clerical duties; maintains current manuals, policies/procedures, bulletins, map books, etc. for reference and/or review; may be assigned to boat patrol, special investigations, K-9 and/or other areas; input data and text via keyboard on laptop or mobile data computer.

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.

Ability to: Learn, understand, interpret and apply rules, laws, ordinances and departmental policies pertaining to law enforcement work; enforce laws firmly, tactfully, and with respect for the rights of others; learn law enforcement and crime prevention techniques, principles, procedures and methods; learn the county road system, waterway system and geographical layout of the area; learn first aid and CPR techniques; learn law enforcement and emergency radio communication systems and radio codes used in public safety work; react quickly and effectively under emergency conditions; effectively interview and interrogate individuals; accurately remember names, faces, numbers and events; prepare clear and concise reports and records; establish and maintain effective working relationships with employees, officials, and the general public; communicate effectively both orally and in writing; ability to hear; learn to operate standard and specialized police equipment, machinery and tools; exercise care in proper driving of departmental vehicles; operate standard office equipment and utilize various software programs relevant to the position.

Education and Experience: Equivalent to a minimum of thirty (30) semester units from an accredited college or university; or ten (10) core course units in police science or a closely related field and successful completion of a recognized (California) Peace Officer's Academy, OR possession of a POST Basic Certificate and one year of full-time paid experience with a law enforcement agency, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Special Requirements: *Essential duties require the following physical skills and work requirements:* Ability to use firearms in a safe manner; 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 which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, walking, crouching, or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladder, performing life-saving and rescue procedures; operate assigned equipment and vehicles; maintain effective audio-visual discrimination and perception needed for making observation and communicating with others.

License: Must possess and maintain a valid California State Driver's License.

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 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.

The recruitment process for this position includes completing an application, successfully passing a written exam, 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.

Rev: 02/01/18



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.