



# GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer  
We Encourage Minorities, Women and Disabled Individuals to Apply

**HAS A JOB OPPORTUNITY FOR**

## DEPUTY SHERIFF

**SALARY RANGE:** \$20.71 – \$25.18 Per Hour

**FINAL FILING DATE:** An official Glenn County Application must be received in the Glenn County Personnel Department by **12:00 Noon, Thursday, October 27, 2011.**

**Qualified applicants will be notified by mail of written exam. Those graduated from a P.O.S.T. (Calif.) Academy within the last three years, and/or, possess a P.O.S.T. basic certificate, or higher, the written test will be waived.**

Glenn County is recruiting individuals to fill one vacant Deputy Sheriff Position. The individual appointed to this position will assume duties and responsibilities at the Sheriff's Department throughout Glenn County. The position is scheduled for 40 hours per week on a rotating schedule. **This recruitment *may* be used to establish a list to fill future vacancies for the next 12 months.**

### DUTIES

Perform routine patrol duties, including but not limited to patrolling assigned areas of the county; responding to emergency calls and/or public calls for assistance; investigating disturbances, prowlers, burglaries, thefts, vehicle accidents and other crimes; checking buildings for physical security, etc. Administer first aid in emergency situations. Issue traffic citations. Serve warrants, subpoenas and civil documents. Apprehend and arrest suspects and violent persons; transport prisoners; seize property and/or criminal evidence; interrogate suspects, witnesses and complaints; gather and preserve evidence. Assist with county search and rescue operations. Prepare various reports on investigations, including arrest and unusual incidents observed. Prepare various reports on investigations, including arrest and unusual incidents observed. Assist with criminal investigations as required. Prepare case files; testify and present evidence in court. Work with other law enforcement agencies in matters related to the investigation of crimes and apprehension of offenders. May serve as special duty officer as assigned, including responsibilities such as serving as school resource officer, serving as K-9 handler, serving on gang task force, etc. Participate in other special projects and programs as assigned. Perform duties related to crime prevention and community relations. Perform general administrative work, including but not limited to attending meetings, preparing correspondence and reports, entering computer data, maintaining files, answering the telephone, etc.

### QUALIFICATIONS

**Knowledge of:** Pertinent federal, state and county laws, codes and regulations. Procedures and methods in law enforcement patrol, traffic control, crime prevention, criminal investigation, apprehension and arrest, civil process and jail operations. Principles and practices of processing Coroner's cases. Principles and practices of search and seizure, preservation and presentation of evidence in traffic and criminal cases. First aid practices. Criminal behavior and methods of operation. Types of law enforcement equipment, materials and specialty items. Types of narcotics and other illegal substances. Locations and characteristics of the various neighborhoods. Principles and practices of record-keeping and reporting.

**Ability to:** Interpret and apply and enforce pertinent laws, policies, rules and regulations. Serve in a law enforcement capacity in a responsible and effective manner. Understand and follow oral and written instructions. Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Accurately observe and recall incidents, situations, and names, faces, numbers, places encountered. React quickly and calmly in emergency situations. Physically pursue, apprehend and control criminal suspects. Use and care for firearms. Deal courteously, yet firmly and effectively with the public in police situations. Establish and maintain cooperative working relationships with those contacted during the course of work. Communicate clearly and concisely, both orally and in writing. Maintain records and prepare required reports.

### TRAINING AND/OR EXPERIENCE

**Experience:** Some law enforcement experience is desirable.

**Training:** High school diploma or GED equivalent.

**License or Certificate:** Possession of an appropriate valid California driver's license. Possession of, or the ability to obtain, a P.O.S.T. Basic Certificate within one year of date of hire.

**Additional Requirements:** Must be 21 years of age on the date of appointment. Must be a U.S. Citizen or a permanent resident alien who has applied for U.S. Citizenship. No Felony Convictions.

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Website address [www.countyofglenn.net](http://www.countyofglenn.net)

Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A1, Willows, CA 95988 (530) 934-6451  
"TDD - No Voice (530) 934-6444" FAX (530) 934-6452 or 934-6457

**SELECTION PROCESS:** The selection process will consist of an application evaluation, oral examination, fingerprinting, background investigation, voice analysis, Sheriff's interview, CVSA and psychiatric evaluation. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form.

**Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Public Service Employees – Temporary (no benefits).**

**IMPORTANT:** If you need accommodation in the examination/interview process, please contact the Personnel Department at least five (5) working days before a scheduled examination/interview. **If you would like to be notified of your standing after the close of the recruitment, please include a self-addressed, stamped envelope.**

Application forms may be obtained from and are to be returned to:

**GLENN COUNTY PERSONNEL DEPARTMENT**

525 W. SYCAMORE STREET, SUITE A1

WILLOWS CA 95988

TELEPHONE (530) 934-6451

FAX (530) 934-6452 or 934-6457

TDD--No Voice (530) 934-6444

Website address [www.countyofglenn.net](http://www.countyofglenn.net)

10/5/11

**EMPLOYMENT INFORMATION**

**AN EQUAL OPPORTUNITY EMPLOYER:** All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped individuals.

**APPLICATIONS:** *Application forms must be filled out completely* and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

***It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 12:00 p.m. Noon, Thursday, October 27, 2011***

**RESIDENCE REQUIREMENTS:** There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

**TRAVEL AND RELATED EXPENSES:** Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

**MEDICAL EXAMINATION:** Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

**SUMMARY OF EMPLOYEE BENEFITS**

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

**CREDIT UNION:** Low interest loans and systematic savings through payroll deduction.

**DEFERRED COMPENSATION:** A tax deferred long-term savings plan is available to all employees.

**DIRECT DEPOSIT:** The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated Clearing House.

**HOLIDAYS:** 12 paid holidays per year.

**HEALTH, DENTAL, VISION AND LIFE INSURANCE:** The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

**SICK LEAVE:** 12 days per year; unlimited maximum accrual, which can be converted to service time upon retirement from the County.

**RETIREMENT:** Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security.

**VACATION:** 0 – 2 full years, 10 days; 3 – 12 full years, 15 days; 13 – 19 full years, 20 days; after 19 full years, 25 days.

***THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT***