



# GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer  
We Encourage Minorities, Women and Disabled Individuals to  
Apply  
HAS A JOB OPPORTUNITY FOR

## SHERIFF'S CORRECTIONAL OFFICER

**SALARY RANGE:** \$12.16 – \$14.78 per hour

**FINAL FILING DATE:** An official Glenn County Application must be received in the Glenn County Personnel Department by  
**12:00 Noon, Friday, October 4, 2002.**

***All applicants will be invited and notified by mail of written exam.***

### THE POSITION

Glenn County is recruiting for individuals to fill vacant Sheriff's Correctional Officer positions. The individuals appointed to these positions will perform a variety of work in the monitoring of prisoners and maintaining jail security. The position is scheduled for forty (40) hours per week on a rotating 24-hr shift. This recruitment *may be* used to establish a list to fill future vacancies for the next 6 months. Preference will be given to applicants who have required certificates.

### DUTIES

Performs booking procedures, including receiving, booking and assigning prisoners to cells; performing body searches; fingerprinting and photographing prisoners, etc. Maintains custody of prisoners' private property. Maintains the safe and orderly operation of the County jail facility; monitors security cameras and door warning lights; screens and monitors visitors. Inspects all of inmates' incoming and outgoing mail and telegrams. Inspects facilities regularly. Monitors the condition and activities of prisoners. Delivers meals and dispenses medication to inmates at proper times, using prescribed procedures. Provides for inmates' medical attention as required. Provides and monitors religious, educational and recreational programs for prisoners. Collects and purchases commissary items for inmates; collects money and records commissary purchases. Prepares prisoners for court appearances; provides transportation as necessary. Administers First Aid in emergency situations. Releases prisoners on writs, court orders, and bail bonds, payments of fines or expirations of terms. Receives and responds to public inquiries regarding department policies and procedures. Prepares and submits required records and reports. Performs general office work, including but not limited to entering computer data, copying and filing documents, etc. Performs related duties as assigned.

### QUALIFICATIONS

**Knowledge of:** Pertinent federal, state and county laws and regulations. Procedures and methods in jail operations. Use and care of physical restraints used in controlling inmates. Principles and practices of record-keeping and reporting. Standard radio operations.  
**Ability to:** Learn the principles and practices of inmate classification. Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Understand and follow oral and written instructions. Accurately observe and recall incidents and situations encountered. Monitor, supervise and control prisoners. React quickly and calmly in emergency situations. Deal courteously, yet firmly and effectively and with 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. Learn to use computers for work processing and records maintenance.

### TRAINING AND/OR EXPERIENCE

**Experience:** No experience is required.  
**Training:** High School diploma or GED required.

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

Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A, Willows, CA 95988-2739 (530) 934-6451  
"TDD - - No Voice (530) 934-6444" FAX (530) 934-6452 or 934-6457

**License or Certificate:** Possession of, or ability to obtain, an appropriate, valid California driver's license. Possession of, or ability to obtain, S.T.C. Correction Officer Core Course (§179, Title 15, CCR,) and Penal Code § 832 Certificate.

**SELECTION PROCESS:** The selection process will consist of an application evaluation, written exam, oral examination, fingerprinting, background investigation 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 Employee - 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 A

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)

09/03/02

**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, on Friday, October 4, 2002.**

**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.

**SAFETY POSITIONS:** Applicants must pass a thorough background investigation and a psychological exam.

**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 AND LIFE INSURANCE:** The County makes available to employees and their dependents a health and dental 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.

**RETIREMENT:** Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security. The County pays the full amount of the employee's contribution to Public Employees Retirement System (PERS) 2% @ 55 miscellaneous retirement. (Safety retirement effective July 2003).

**VACATION:** 10 days after one year, 15 days after two full years; 20 days after twelve years.

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