



# COUNTY OF GLENN



Is recruiting for a

## SHERIFF'S CORRECTIONAL DEPUTY

### DEADLINE TO APPLY

**Friday, September 24, 2021**

### COMPENSATION

**\$21.65—\$26.32 Per Hour**

Incentive Pay: 5% - Holiday Pay, \$0.40 per hour – Uniform Allowance, \$500 – Uniform Allowance for New Hires, \$0.75 per hour – Bi-Lingual pay

Plus an excellent benefits package:

[POA Benefit Summary](#)

### THE SELECTION

#### PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

This position performs a variety of work in the monitoring of county, state and federal detainees and maintains the security and safety of inmates and staff.

### THE IDEAL CANDIDATE

The ideal candidate will be able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. In addition be able to react quickly and calmly in emergency situations.

### WHAT YOU'LL DO

- 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.
- Prepares prisoners for court appearances; provides transportation as necessary.
- Administers First Aid in emergency situations.
- Performs general office work, including but not limited to entering computer data, copying and filing documents, etc.
- Prepares and submits required records and reports.
- Performs related duties as assigned.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 28,122 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## ARE WE A MATCH?

- You are able learn the principles and practices of inmate classification.
- You know pertinent federal, state and county laws and regulations.
- You are able to accurately observe and recall incidents and situations encountered.
- You know principles and practices of record-keeping and reporting.
- You are able to deal courteously, yet firmly and effectively with the public in police situations.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

No experience is required.

### **EDUCATION:**

High school diploma or GED equivalent.

### **LICENSE OR CERTIFICATE:**

Possession of, or ability to obtain, an appropriate, valid California driver's license. Possession of, or ability to obtain, a S.T.C. Correction Officer Core Course Certificate and Penal Code 832 Certificate.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calapps.org](http://calapps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, September 24, 2021. **The written test is scheduled for the week of October 4th, 2021. Oral Board test will be scheduled once the written test is completed.**

### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- GCPER 44/Conviction Form
- Résumé
- Cover Letter

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.