

Deputy Sheriff

Applications are accepted on a continuous basis
\$4,786 - \$6,134 per month

COUNTY OF COLUSA Open to the Public

APPLICATION PROCESS

Applications may be obtained from
and returned to:

Human Resources Department
250 5th Street
Colusa, CA 95932
Phone: 530-458-0420

Scanned completed application
packets may be emailed to
ccpersonnel@countyofcolusa.org

Download application:
www.countyofcolusa.org

REQUIRED APPLICATION MATERIALS

- A complete application packet will include:
- A signed completed standard Colusa County Application REV.111317
- A signed completed Conviction Records Supplemental Form (attached)
- Cover Letter
- Resume
- Valid P.O.S.T. Academy/Basic Certificate

Submitting an incomplete packet may result in the disqualification of your application.

The applications will be used to select the best-qualified applicant to participate in the selection process. A written examination and/or physical assessment may be administered to those candidates meeting the minimum qualifications. A qualifications appraisal interview will be used to assess the candidate's knowledge, skills and training experience. The top applicants will be ranked on a hiring list. The Sheriff will make the final selection and appointment. Females and minorities encouraged to apply.



ABOUT THE POSITION

To perform a variety of responsible law enforcement and crime prevention work; and to patrol assigned areas, answer calls and complaints, and investigate crimes. Some positions require bilingual (Spanish/English) fluency.

SALARY

\$4,786 - \$6,134 per month plus benefits, and up to 10% in additional compensation for POST and Educational Incentives*:

2.5% Intermediate POST Certificate AND,
2.5% Advanced POST Certificate

Educational Incentive Pay (for degrees that benefit the Department and County):
2.5% Associates Degree-AA/AS OR,
5% Bachelors Degree—BA/BS

The hiring salary range indicated above has six steps with approximately 5% between each step. New employees normally start at step one and after satisfactory performance during a 12 month probationary period, advance to the second step. Thereafter, annual merit step increases are based upon satisfactory performance. Steps 7-15 are additional merit steps (eligibility every two years) with approximately 2.5% between each step.

* Based on the employee's base rate of pay, but shall not include any other compensation.

MINIMUM REQUIREMENTS

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Current enrollment in a California Peace Officers Standards and Training (P.O.S.T.) Basic Academy or satisfactory completion of P.O.S.T. Basic Academy (for Entry Level applicants) or possession of a Basic Certificate (for Lateral applicants)
- High School Diploma or equivalent
- Ability to work irregular hours (both days and nights), holidays, and weekends
- Possession of or ability to obtain a California Class C driver's license
- Pursuant to Government Code Section 1031(a): Be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship.

RESPONSIBILITIES AND DUTIES

Important responsibilities and duties may include, but are not limited to, the following:

Patrol and respond to calls and complaints; conducts investigations of disturbances, prowlers, burglaries, thefts, vehicle accidents and other crimes; check buildings for physical security.

Prepare various reports on investigations including arrest and unusual incidents observed.

Make arrests as necessary; interview victims, complainants and witnesses; gather and preserve evidence; testify and present evidence in court.

Assist in investigations in cases which are of a criminal nature, investigations and reports of death, and search and rescue operations.

Issue traffic citations; serve warrants, subpoenas, and civil documents.

Work with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.

Answer questions and provide information to the public regarding Sheriff's Office policies and procedures.

Administer first aid in emergency situations.

Assist Spanish speaking citizens in assigned job duties, if bilingual assignment.

Perform related duties as assigned.

PREFERRED BUT NOT REQUIRED: Bilingual (Spanish/English) fluency for some positions.

BENEFITS

CalPERS retirement plan, either **3 @ 50 for Classic**, or 2.5 @ 57; deferred compensation plans available with monthly matching employer contributions; paid holiday, vacation and sick leave; Health Reimbursement Arrangement; paid health insurance, life insurance, dental insurance and vision insurance for employee. Standby/Call-In pay, POST Incentive, Educational Incentive Pay, plus other incentives as applicable. This position is part of the Colusa County Deputy Sheriff's Association (CCDSA).

APPLICATIONS ARE ACCEPTED ON A CONTINUOUS BASIS. Resumes are required and may not be a substitute for any part of the official application. Application forms must be filled out completely and show clearly that all minimum requirements are met. Faxed applications will not be accepted. Meeting the announced requirements does not guarantee selection in the examination process. Prior to appointment and in accordance to POST regulations, the successful applicant will undergo an extensive background investigation, and a psychological and physical evaluation.

Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment. Colusa County participates in E-Verify. To view the *Notice of E-Verify Participation* and the *Right to Work* posters, please visit the Employment Opportunities section of the Colusa County website.

Retirees: Colusa County invites all qualified candidates to apply for positions; however pursuant to Government Code Section 21221 (h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

COLUSA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



CONVICTION RECORDS SUPPLEMENTAL FORM

Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. **DO NOT INCLUDE:** (a) Any arrest or detention that did not result in conviction, (b) Any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated, (c) Any misdemeanor conviction for which probation has been successfully completed (or otherwise discharged) **and** the case has been judicially dismissed, (d) Any arrest for which a pretrial or post-trial diversion program has been successfully completed, (e) Traffic violations under \$150.00, or (f) Convictions more than two years old for violation of Health and Safety Code Sections 11357(b) or (c), 11360(b), 11364, 11365 and 11550 as related to marijuana.

Other than the exceptions noted in the paragraph above, items (a) through (f), as an adult, have you ever been convicted of a crime? **Circle one: YES NO**

If you answered *YES* provide the following: (1) the date, (2) the charge or offense, (3) the City and State, (4) the court, and (5) the action taken. *Failure to list all convictions other than those excluded above may disqualify you from further consideration. Use additional pages if necessary.*

DATE OF CONVIC- TION	CHARGE OR OFFENSE	CITY AND STATE	COURT	ACTION TAKEN

CERTIFICATE OF APPLICANT: I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal. I further agree to be fingerprinted, as may be directed as conditions of employment.

Signature _____ Date _____

Printed name _____