

Correctional Corporal

Open Until Filled

\$4,335 - 5,555 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

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 supervise, assign, review, and participate in the work within the jail services division of the sheriff's office, and to perform a variety of technical tasks relative to assigned area of responsibility.

SALARY

\$4,335 - \$5,555 per month plus benefits, and up to 5% in additional compensation for Educational Incentives*:

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

- Three (3) years of increasingly responsible correctional experience.
- High School Diploma or an equivalent certificate or diploma recognized by the State of California supplemented by additional training in jail operations.
- Possession of a S.T.C. Correction Officer Core Course Certificate and Penal Code 832 Certificate.
- A valid State of California driver's license and an acceptable driving record.

RESPONSIBILITIES AND DUTIES

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

Plan, prioritize, assign, supervise and review the work of correctional staff responsible for providing jail services within the sheriff's office.

Recommend and assist in the implementation of goals and objectives, establish schedules and methods for the jail services division.

Implement policies and procedures affecting jail operations.

Evaluate jail operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Supervise the care, custody and control of jail inmates; supervise the maintenance of the jail.

Train jail staff in officer safety tactics.

Assist detectives in follow-up jail investigations; conduct investigations including the gathering of evidence, questioning of witnesses, and identifying suspects; submit investigation reports to the sergeant(s) assigned to the jail.

Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes or the housing of their prisoners; attend and participate in professional groups.

Perform all correctional duties; maintain board of corrections requirements, administer first aid; transport prisoners.

Performs related duties as required.

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. Educational Incentive Pay, plus Uniform Allowance. If the employee elects not to enroll in County insurance and can provide proof of other group health insurance coverage, s/he may be eligible for a \$300 monthly cash in-lieu benefit. This position is part of the Colusa County Deputy Sheriff's Association (CCDSA).

THIS POSITION IS OPEN UNTIL FILLED. It is to your advantage to submit an application as soon as possible as the recruitment may close at any time following the first review. Resumes are encouraged, but may not be substituted 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 physical evaluation.

COUNTY CODE SECTIONS APPLICABLE TO CURRENT COLUSA COUNTY EMPLOYEES

45.8.6.2 An employee promoted to a position in a class with a higher salary range shall be paid at the higher rate closest to the employee's salary, but in no event less than 10% percent (per the Colusa County Deputy Sheriff's Association MOU) more than the employee was paid in the former position. The employee shall receive a new salary anniversary date (see section 45.8.7.2). The eligibility of the employee for step increases within the higher salary range will be governed by the provisions of Chapter 45.

45.4.2.4 A terminated probationary employee who was in probationary status due to promotion may on the recommendation of the appointing authority be returned to the employee's prior position with the county consistent with section 45.8.6.4. Should this occur any displaced employee will be treated as laid off. See section 45.7.

45.8.6.4 Whenever an employee is returned to his/her former position following promotion or temporary assignment, the employee shall return to the same status in that position as s/he would have attained and the same salary anniversary date as if the employee had remained in the position.

45.4.2 A "probationary employee" is an employee tentatively appointed to a position by the appointing authority, whether as a new hire or through reemployment, promotion, or demotion, who has not completed a probationary period following appointment to the position. All employees appointed to a position after January 1, 2009, shall complete a twelve-month probationary period.

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.

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

110520

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.

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 _____