



COUNTY OF HUMBOLDT
invites applications for the position of:

Deputy Sheriff Recruit

SALARY: \$17.73 - \$22.75 Hourly
\$3,072.69 - \$3,942.95 Monthly
\$36,872.28 - \$47,315.40 Annually

OPENING DATE: 07/20/15

CLOSING DATE: 08/08/15 11:59 PM

DEFINITION:

ANNOUNCING THE EXPANSION OF HUMBOLDT COUNTY PUBLIC SAFETY. MULTIPLE POSITIONS MADE POSSIBLE THROUGH MEASURE Z FUNDING.

Under close supervision, learn to perform a variety of basic peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and providing information and assistance to the public; perform related work and training as assigned.

DISTINGUISHING CHARACTERISTICS

Deputy Sheriff Recruit is a trainee level class of this peace officer series intended to prepare candidates for the position of Deputy Sheriff I. Under close supervision, incumbents perform basic and routine law enforcement duties and observe the more skilled and complex work performed by Deputy Sheriff I/II, while concurrently attending a P.O.S.T. approved basic academy. Incumbents may advance to Deputy Sheriff I after successfully completing a P.O.S.T. approved basic academy and meeting the entry level qualifications for Deputy Sheriff I.

NOTE: This position is intended to prepare candidate for the position of Deputy Sheriff I. Incumbents in this position will attend a P.O.S.T. approved basic academy which will be paid in full by the Sheriff's Office. Incumbents may advance to Deputy Sheriff I after successfully completing the academy and meeting the entry level qualifications for Deputy Sheriff I. Prior to appointment candidates must successfully complete a background investigation, polygraph, physical health examination and a psychological evaluation.

EXAMPLES OF DUTIES:

- Accompany Deputy Sheriff on patrol of assigned areas to ensure the security of life and property, observe situations and deter crime by providing high visibility.
- Accompany Deputy Sheriff in response to suspicious activities and answer emergency calls for service.
- Accompany Deputy Sheriff and observe enforcement of state and local laws and ordinances, issuance of verbal warnings and citations, and pursuit and apprehension of suspects; request assistance as required.
- Assist with coordination of crime scene control and investigation, including interviews and interrogations, identification of witnesses, and collection and preservation of physical evidence.
- Assist with restoring order, protecting life and property, and maintaining the peace at public gatherings and in conflict situations.
- Assist with the preparation and documentation of cases; complete reports and records; prepare and maintain other logs and records.
- Assist with the investigation of traffic accidents and provide traffic and crowd control as necessary.
- May retrieve, identify and return found property and/or evidence to owners.
- May transport criminals to the courts, hospitals and various other locations.

- May serve civil papers to County residents; research and locate person to be served.
- May provide emergency aid and assistance to incapacitated persons and request additional response.
- May provide information, directions, and other services and assistance to the public.
- May serve as back-up to other local law enforcement agencies.

QUALIFICATIONS:

Knowledge of:

Basic law enforcement terminology and concepts.
Techniques for dealing with people of all socio-economic levels under hostile and emergency situations.
Safety practices and precautions pertaining to the work.
First aid methods and their applications.

Skill in:

Reading, interpreting and applying complex laws, procedures and policies.
Observing and accurately recalling places, names, descriptive characteristics and facts of incidents.
Remaining calm and taking appropriate action in tense situations.
Making rapid, sound independent judgments within legal and procedural guidelines.
Preparing clear and concise reports, records and other written materials.
Understanding and following oral and written directions.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must be willing to work evening, night, weekend and holiday shifts. Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Volunteer or paid experience in a law enforcement support area OR college level coursework in criminology or police science which will have provided the basic knowledge and skills.

ADDITIONAL INFORMATION:

CalPERS Retirement

- Tier I: Up to 12/31/2012: 3% @ 50
- Tier II: Post 1/1/2013: 2.7% @ 57

Selection Procedure

The County's Human Resources system operates by a set of rules and procedures which ensure that employees are hired and promoted on the basis of merit and fitness for the job. Jobs are filled through competitive examinations.

A complete online application is required for this position. All application materials will be reviewed by a panel of subject matter experts. **Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to a written and/or oral examination, or an evaluation of education and experience.**

Policy of Nondiscrimination

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, treatment or employment in, its programs or activities. Human Resources is wheelchair-accessible by entering the Courthouse from the ramp located on the east side of the building next to the marked handicapped parking. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact Human Resources at (707) 476-2349 well in advance of the examination for assistance.

How to Apply

A complete, original application must be filed for each position you are interested in applying

for. Applications may only be submitted online through the County's automated application system at <http://www.humboldt.gov.org/hr> no later than the final filing date listed on the job flyer. All applications are screened by subject matter experts. The most qualified candidates may then be invited for further testing.

It is important that your application show all the relevant experience and education you possess.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process. Your performance in this examination will be compared with the performance of others who take the test. All candidates who pass will be ranked according to their scores. The examination results will be emailed to you as quickly as possible. Scores will be provided in writing only.

To fill a vacancy, Human Resources furnishes the employing department with the names of those persons having the six highest scores on the appropriate employment list. Employment lists will remain valid for one year unless extended or shortened by the Board of Supervisors.

MEDICAL EXAMINATION: A pre-employment medical examination provided by the County will be required upon offer of employment.

OTHER EXAMINATIONS: Some positions also require psychological evaluation and/or extensive background investigation.

LICENSES: Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

PROBATIONARY PERIOD: Persons appointed to regular County positions serve a probationary period. This is normally six months, but may be up to one year. All designated safety employees serve a one year probationary period.

EMPLOYMENT ELIGIBILITY: It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as soon as possible.

All County of Humboldt employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

EEOC:

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.humboldt.gov.org/>

825 5th Street, Room 100

Position #2015-035
DEPUTY SHERIFF RECRUIT
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