



KERN COUNTY
invites applications for the position of:

SHERIFF'S DETENTIONS DEPUTY TRAINEE - EXAM NO. 6769

SALARY: \$19.61 - \$23.95 Hourly
\$1,569.14 - \$1,915.60 Biweekly
\$3,399.80 - \$4,150.47 Monthly

OPENING DATE: 09/01/16

CLOSING DATE: 09/16/16 05:00 PM

DESCRIPTION:

FILING DATE: Applications must be received by the Kern County Human Resources Division **NO** later than 5:00 p.m. **FRIDAY, SEPTEMBER 16 2016.**

ALL APPLICABLE CERTIFICATES/DIPLOMAS MUST BE SUBMITTED WITH APPLICATION. NO applications, supplemental and/or additional information will be accepted after the final filing date of FRIDAY, SEPTEMBER 16 2016.

Under direct supervision and in a learning capacity, attends structured training courses designed to qualify trainees for the position of Sheriff's Detentions Deputy.

DISTINGUISHING CHARACTERISTICS:

Sheriff's Detentions Deputy Trainee may be appointed for a period not to exceed six months. Upon successful completion of the Standards and Training for Corrections (STC) certified Corrections Officer CORE course, PC 832 training, including firearms and arrest, search and seizure, Force Options for Detentions training, and introduction and indoctrination training, the trainee must qualify for appointment as a probationary Sheriff's Detentions Deputy or be terminated from the trainee position. Incumbents in the trainee classification are temporary employees and time in the classification does not meet the probationary requirements for Sheriff's Detentions Deputy. Promotions to Sheriff's Detentions Deputy are considered on a merit basis subject to recommendation by the Department head and with the approval of the Director of Personnel. Incumbents are peace officers with limited powers under California Penal Code Section 830.1(c).

ESSENTIAL FUNCTIONS:

- Attends the Corrections Officer CORE course, maintaining at least minimum levels of proficiency in all course subjects.
- Completes introduction and indoctrination training which may include assignments as a detention officer in a learning capacity within Sheriff's custodial facilities; learns functions related to the supervision of inmates, including maintaining security and monitoring inmate behavior.
- Fulfills all requirements necessary for appointment to the position of Sheriff's Detentions Deputy.

OTHER FUNCTIONS:

- Performs other duties of a similar nature or level as required.

EMPLOYMENT STANDARDS:

High School Diploma, G.E.D. or equivalent.

Possession of a valid California Class "C" Driver's License is required at the time of employment. Specialized licenses are required for some assignments.

MEDICAL EXAMINATION:

Candidates must pass a rigid post-employment offer, pre-placement examination given by the County Physician. It may include, but not be limited to, spine and chest x-rays, blood chemistry and electrocardiograph tests, hearing and vision test, functional capacity examination and psychological examination.

CHARACTER:

Applicants must have a reputation for honesty and trustworthiness. Felony law convictions will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor convictions may be disqualifying. Candidates must pass a thorough background investigation.

MINIMUM AGE:

Applicants must be 18 years of age at the time of filing deadline.

Knowledge of: grammar and spelling.

Ability to: give clear verbal instructions/directions, testify, and other oral communication; understand and follow oral instructions from others; understand facility forms, reports, manuals and laws pertaining to corrections; accurately observe, recall, and report behavior; maintain discipline without causing unnecessary tension; work with others and interact with diverse individuals and groups; have tolerance for the stress of working in a potentially dangerous environment; have tolerance of highly structured, regimented work environment; maintain self-control when confronted with verbal harassment or threats; stay calm and respond with composure in emergencies; work under close supervision; obey authority; perform repetitive tasks effectively or tolerate long periods of inactivity.

SUPPLEMENTAL:

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

FOLLOWING AN OFFER OF EMPLOYMENT, YOU WILL BE REQUIRED TO SUBMIT TO POST OFFER MEDICAL, PSYCHOLOGICAL, AND DRUG SCREENING TESTS AT COUNTY EXPENSE.

ADMITTANCE TO EACH PHASE OF THE EXAMINATION WILL REQUIRE A GOVERNMENT ISSUED PHOTOGRAPH IDENTIFICATION. APPLICANTS WHO ARE UNABLE TO PRESENT PROPER IDENTIFICATION MUST MAKE ARRANGEMENTS WITH THE PERSONNEL DEPARTMENT PRIOR TO THE TEST DATE.

PERSONS CERTIFIED FROM THIS ELIGIBLE LIST AND HIRED BY THE COUNTY OF KERN WILL BE REQUIRED TO ATTEND THE KERN COUNTY SHERIFF'S DETENTIONS CORE COURSES WITHOUT EXCEPTION.

UPON COMPLETION OF THE TRAINEE CORE COURSES AND PROMOTION TO SHERIFF'S DETENTIONS DEPUTY INCUMBENTS WILL BE REQUIRED TO WORK SHIFT WORK INCLUDING WEEKENDS AND HOLIDAYS AS ASSIGNED BY THE SHERIFF'S OFFICE.

This examination will establish a 12-month eligible list from which appointments will be made at the Sheriff's Department.

WRITTEN EXAMINATION (Weight 40%): May include the following: knowledge of grammar and spelling; ability to understand and follow written instructions; understand forms and reports, work attitudes and other relevant subjects. Applicants must attain at least a 70% score on each phase of the

examination process.

THE HUMAN RESOURCES DIVISION MAY LIMIT THE NUMBER ADVANCING TO THE ORAL EXAM TO APPROXIMATELY THE TOP 150, BASED UPON THE FINAL EARNED RESULTS OF THE WRITTEN EXAM.

ORAL EXAM (Weight 60%): Will be conducted for the purpose of appraising training, education, experience, interest and personal fitness for the position. **IF THE NUMBER OF APPLICANTS SUCCESSFUL ON THE WRITTEN EXAMINATION IS INSUFFICIENT TO WARRANT AN ORAL APPRAISAL, THE WRITTEN EXAMINATION SHALL BE WEIGHTED 100%.** Applicants must attain at least a 70% score on each phase of the examination process.

Applicants must attain at least a 70% score on each phase of the examination process. Names will be placed on one eligible list in order of final grades.

TENTATIVE EXAM DATES:

The following dates are **tentative** and should be used as **guidelines** in planning your individual schedules.

**Written Exam:
The week of September 26, 2016**

**Oral Exam:
The week of October 17, 2016**

THE COUNTY OF KERN IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

Item# 5783

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.kern.ca.us/hr>

1115 Truxtun Avenue, 1st Fl.
Bakersfield, CA 93301
(661) 868-3900

eldridget@co.kern.ca.us

Position #6769
SHERIFF'S DETENTIONS DEPUTY TRAINEE - EXAM NO. 6769
BV

SHERIFF'S DETENTIONS DEPUTY TRAINEE - EXAM NO. 6769 Supplemental Questionnaire

- * 1. Have you ever been convicted of any offense other than a minor traffic violation? Please Note: You are not required to disclose convictions of Marijuana-related offenses per Labor Code 432.8; if those convictions are more than two years old. If you are not required to disclose a conviction, you may answer "NO" to the question above. The fact that a conviction has been relieved or expunged does not necessarily relieve you of the obligation to disclose that conviction. (For instance, you are legally required to list all convictions relieved under Penal Code Section 1203.4.) Failure to list any conviction which you are legally obligated to disclose is an omission of a material fact which will cause forfeiture of all rights of employment with the County of Kern.

Yes No

- * 2. If you answered "YES" to the above question, complete the Conviction Summary below. If you answered "NO" to the above question, enter "NA" below. Starting with your most recent conviction, please list all convictions (not arrests) you have received, with accurate dates and in full detail. As per Civil Rule 307.10.01, a "conviction," shall include a plea of guilty or a conviction following a plea of nolo contendere. The Personnel Department will review your application and this supplement to determine whether or not your conviction record affects your eligibility for examination or certification. The Civil Service Commission may refuse to examine or, after examination, to certify as eligible or may remove an eligible from the eligible list for good cause. Conviction Summary--For

EACH conviction you must provide all of the following information: 1. Convicted of (Code # & Offense) 2. Date 3. Location 4. Disposition (fine, sentence, etc.) 5. Explanation of circumstances of case (add additional information as an attachment if needed) 6. Current Status (Probation, Parole, etc.)

Yes No

* Required Question