



# Correctional Officer

Hiring Range: \$3,656-\$4,022/month

Official County Applications Available at: [www.co.yuba.org](http://www.co.yuba.org)

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

**Final Filing Deadline:**

**Open Until Filled**

The County of Yuba is currently recruiting for the position of Correctional Officer in the Sheriff's Department. Under continuing supervision incumbents perform a wide variety of support in two areas: corrections, in which incumbents ensure the security, safety and care of individuals in custody; and bailiff, in which incumbents ensure the safety and security of the courts and their personnel during court proceedings; and perform related work as assigned. Incumbents may be assigned to either County Jail security or Court security. The ideal candidate must be able to multi-task, uphold department policies and procedures, and help foster a safe working environment. Applicants must possess the ability to work independently when necessary but have a teamwork mentality.

Examples of knowledge, skills and abilities required for successful performance: Knowledge of legal terminology, forms, documents and procedures related to the criminal justice system; courtroom processes and protocol; applicable laws, codes, regulations and court decisions; procedures for the secure handling and transport of detainees. Skill in interpreting and applying complex laws, ordinances, procedures and policies; exercising sound independent judgment within procedural guidelines; effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work; and dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds. Ability to apply institutional rules, policies and regulations to maintain safety; recognize when something is wrong or is likely to go wrong; perform calmly, purposefully and appropriately in emergency and stressful situations; and maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations. *This is a representative summary of the major duties and abilities. Please refer to the Class Specifications for a complete description of this position.*

## EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Minimum:** Equivalent to graduation from high school, some college level coursework in law enforcement, criminal justice or a related field, or at least one year of related work experience involving public contact.

**Preferred:** In addition to the minimum, the Standards and Training for Corrections (S.T.C.), Correctional Officer Core Course and/or at least one (1) year of paid or volunteer work experience in a correctional setting.

**Licenses and Certifications:** The ability to obtain a valid California Class C driver's license within ten (10) days of employment, maintain valid California Class C driver's license; Possess or obtain first aid and CPR certifications; Possess or obtain California PC 832 certification; Possess or obtain course work in jail operations; and must meet the State of California requirements for public officer status (Govt. Code Section 1031), including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, and being at least 18 years of age. Must be a US Citizen at time of appointment (Pursuant to Govt. Code Section 1031 & Vehicle Code Section 2267).

**Special Requirements:** Work evening, night, weekend and holiday shifts; successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting; successfully complete a medical and psychological examination. Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Working Conditions:** Work with exposure to potentially difficult or dangerous individuals; work in a secured correctional facility; work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.

## BENEFITS AND COMPENSATION

<b>MERIT INCREASE:</b>	Typically 5% each year for the first 7 years	<b>DENTAL/VISION:</b>	County pays 100% of the Basic Plan Premium for employee only and 80% for dependent(s)
<b>RETIREMENT:</b>	<b>Safety Classifications</b> Classic: 2% @ 50 New: 2.7% @ 57 (1/1/13 CalPERS Pension Reform)	<b>LIFE:</b>	County provides \$50,000 in life insurance coverage
<b>VACATION:</b>	12 days for first 5 yrs with incremental increases every 5 yrs thereafter, up to 20 yrs	<b>UNIFORMS:</b>	Annual uniform allowance provided of \$880
<b>HOLIDAYS:</b>	An average of 13 paid holidays per year, including 2 floating holidays	<b>SPECIAL VAC DAY:</b>	Earn an extra vacation day if zero hours of sick leave are taken in calendar year.
<b>SICK LEAVE:</b>	Accrued every payroll period, up to 12 days per yr	<b>DEFERRED COMP:</b>	Voluntary Deferred Compensation plan(s) are available
<b>EDUC. INCENTIVE PAY:</b>	2.5% for Associate's Degree 5% for Bachelor's Degree	<b>EE ASST. PROGRAM:</b>	County paid confidential family wellness plan
<b>HEALTH:</b>	County pays 90% of the Basic Plan premium for employee only and 80% for dependent(s)	<b>UNION AFFILIATION:</b>	DSA
		<b>FLSA STATUS:</b>	Non-Exempt

Submit Completed Official County Applications to:  
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## COUNTY OF YUBA

**Yuba County** is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento, and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities.

**Statement of Commitment**—We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

### APPLICATION/SELECTION PROCEDURES

#### **TO APPLY FOR CORRECTIONAL OFFICER:**

Submit an official Yuba County employment application, personal history statement, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>**

#### **APPLICATION SCREENING:**

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. ***Please be sure to use the current application located on the County website. Old applications cannot be accepted.*** All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that applicants review their SPAM mail daily as to not miss any important communication from the County. Please refer to the ***Employment Application Instructions***, which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

#### **Applicants must provide the following documents by the filing deadline:**

- Yuba County Employment Application—complete & signed
- Diploma and Unofficial Transcripts
- Copies of Certifications
- Personal History Statement (Peace Officer)

#### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

#### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

#### **PERSONAL HISTORY STATEMENT (PHS) - Peace Officer POST 2-251:**

Applicants invited to the exam session will be required to bring a completed Personal History Statement to the event. A preliminary review of the PHS will be conducted for each candidate with a passing score on the written examination to determine which candidates best meet the professional standard criteria adopted by the Department. The PHS is not only available alongside this announcement on the Yuba County website at [www.co.yuba.ca.us](http://www.co.yuba.ca.us), but also available at [www.post.ca.gov/forms.aspx](http://www.post.ca.gov/forms.aspx) under the background/hiring tab.

#### **WRITTEN EXAM & PHYSICAL AGILITY TEST:**

Correctional Officer applicants that have successfully completed the application screening process will be invited to the CA Department of Corrections and Rehabilitation Adult Corrections Officer Exam and the Standards of Training for Corrections (S.T.C.) program physical agility exam. Additional information on the written exam is located at [www.bscc.ca.gov/s\\_stcesources](http://www.bscc.ca.gov/s_stcesources), reference the Adult Corrections Officer items under Publications. A written exam T-Score of 46.70 or higher must be achieved to pass the exam and the physical agility exam is a pass/fail exercise.

#### **ORAL PANEL INTERVIEW:**

After certification of the employment eligibility list, the Sheriff's Department will notify the applicant of the date and time of his/her oral panel interview. The oral panel typically consists of three or four individuals who will conduct the interview. The applicant will be asked a series of questions about his/herself, knowledge of the Yuba County Sheriff's Department, qualifications for the job and basic understanding of law enforcement. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decision and use sound judgment and common sense.

THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

**TESTING ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

**VETERAN'S CREDIT:**

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

**WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a minimum of **six (6) months** from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**DEPARTMENTAL INTERVIEW:**

The Sheriff's Department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

**CONDITION OF EMPLOYMENT**

All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PSYCHOLOGICAL EXAMINATION: (PASS/FAIL)**

Applicant(s) who successfully complete the background investigation will take the required psychological exams and meet with a designated psychologist to determine his/her suitability for the position.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) who successfully complete the background investigation and psychological exam are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

**LICENSING AND CERTIFICATIONS:**

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

**AGENCY SHOP:**

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

**DISASTER SERVICE WORKERS:**

All Yuba County 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.