

CLASS SPECIFICATION

Yuba County

January 2006

CLASS TITLE: Deputy Sheriff II

FLSA STATUS: Non-exempt

JOB SUMMARY:

Provides lead direction to a group or shift of Deputy Sheriffs I; generally works under the direction of a correctional sergeant; performs all shift supervision duties in the absence of a correctional sergeant; performs a full range of law enforcement support in corrections, in which incumbents ensure the security, safety and care of individuals in custody; performs related work as assigned.

CLASS CHARACTERISTICS:

This is the lead/supervisor level in the specialized corrections area. Incumbents will be assigned to the County jail security. It is distinguished from Deputy Sheriff III in that the latter performs patrol, arrest, investigation, crime prevention and similar work in a field setting.

EXAMPLES OF DUTIES:

Essential:

- Provides lead direction, supervision, training and work review to Deputy Sheriffs I in area of assignment; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
- Trains staff in work procedures.
- Performs and supervises the full range of Deputy Sheriff I duties as outlined below.

If assigned to the Corrections function:

- Receives, searches, fingerprints, photographs, books, guards and/or transports inmates.
- Oversees and monitors the safety, security, treatment and other activities for inmates; conducts headcounts, passes medications and arranges for visits by attorneys, probation staff, family and others as authorized.
- Supervises and directs inmates in their performance of daily living activities within the detainee facility.
- Monitors and enforces County Jail rules and regulations; searches inmates for contraband, weapons and other prohibited materials.
- Monitors and operates video and audio equipment in a centralized control room to secure access and ensure the safety and security of prisoners and staff.
- Transports inmates to court, medical appointments and other off-site locations.
- Processes inmates for release; conducts warrant checks, returns all personal materials; and clears the individual on the computer.

All areas of assignment may:

- Maintain departmental files and records of work performed; prepare records related to area of assignment.

Important:

- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to perform transportation and service activities.

QUALIFICATIONS:

Knowledge of:

Basic supervisory principles and practices.
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.
Safety practices and precautions pertaining to the work.
Standard office practices and procedures, including filing and the operation of standard office equipment.
Record keeping principles and practices.
First aid methods and procedures.
Computer applications related to the work.
Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

Planning, organizing, directing and reviewing the work of others.
Training others in policies and procedures related to the work.
Interpreting and applying complex laws, ordinances procedures and policies.
Maintaining accurate files and preparing clear and concise records, reports, correspondence and other written materials.
Remaining calm and taking appropriate action in difficult situations.
Maintaining accurate records and files.
Preparing clear and concise reports and other written materials.
Entering information into a computer system with speed and accuracy.
Exercising sound independent judgment within procedural guidelines.
Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Ability/Physical Demands:

- Mobility to work in a typical detention or court setting.
- Stamina to stand and/or walk for an extended period of time.
- Strength to restrain or eject individuals.
- Vision to use standard office equipment and read printed materials including a computer screen for a prolonged period of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Work evening, night, weekend and holiday shifts
- Work with exposure to potentially difficult or dangerous individuals.

Licensing and Certification:

- Possess a valid California Class C driver's license.
- Possess or ability to obtain and maintain first aid and CPR certifications.
- Possess or ability to obtain and maintain California 832 certification.
- Possess required course work in jail operations.
- Must meet the State of California requirements for officer status (831.5 CA Penal Code), 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 and Resident of CA at time of appointment (Pursuant to Govt. Code 24103).

Background: In addition to the required licensing and certification, the minimum and preferred requirements for this position are described below:

Minimum: Equivalent to graduation from high school supplemented by some college level course work in law enforcement, criminal justice or a field related to the work and two (2) years of experience in any combination of jailer or bailiff experience at a city or county level.

Preferred: In addition to the above, POST Basic Course and additional years experience at a level equivalent to the County's Class of Deputy Sheriff I.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.