



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Deputy Sheriff II (Court Security) - Extra-Help

An Equal Opportunity Employer

SALARY

\$39.66 - \$48.21 Hourly

OPENING DATE: 08/02/16

CLOSING DATE: 12/04/17

THE POSITION



The Sonoma County Sheriff's Office seeks qualified individuals for multiple extra-help Court Security Deputy Sheriff II positions!

The Sonoma County Sheriff's Office would like to create a pool of intermittent, extra-help Deputies to provide law enforcement security for the Sonoma County Courts.

Under close supervision, Court Security Deputies perform bailiff and court security responsibilities at the main county and satellite courts within Sonoma County. They may also perform law enforcement and crime prevention assignments within the court system, including accepting remands, preliminary criminal investigations, and judicial protection.

This position requires a CURRENT Basic P.O.S.T. Certificate and at least one year of recent experience as a Law Enforcement Officer.

EXTRA-HELP EMPLOYMENT

Extra-help employees relieve or augment permanent staff. Intermittent, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most regular employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Intermittent, extra-help employees are limited in their employment to a maximum of 1,380 hours within any**

twelve month consecutive period. Extra-help employees who meet the eligibility requirements (generally worked 11 consecutive pay periods with a minimum of 440 hours and are scheduled at least 40 hours per pay period) may qualify for a County contribution toward medical coverage.

SPECIAL NOTE TO OUT-OF-STATE APPLICANTS

The Sheriff's Office encourages out-of-state applicants; however, in order to qualify for this position all out-of-state applicants must obtain a Police Officer Standards and Training (POST) Basic Course Waiver (BCW) to meet California's Regular Basic Course Training requirement.

The Basic Course Waiver (BCW) process is for individuals who want to become California peace officers and have completed at least 664 hours of general law enforcement training (including a general law enforcement basic course of at least 200 hours) **AND** have at least one year of successful sworn general law enforcement experience.

** Once the BCW process is successfully completed the applicant receives a waiver of the California Basic Course; however, acceptance of the waiver is at the discretion of the employing agency. For more information visit: <http://post.ca.gov/basic-course-waiver-process.aspx>.

**Experience as a correctional officer does not apply.

THE SONOMA COUNTY SHERIFF'S OFFICE

Serving the community since 1850, the Sonoma County Sheriff's Office employs over 650 employees to protect and secure the half-million residents within the 1,768 square miles of Sonoma County.

For more information on the Sonoma County Sheriff's Office, please visit their website at: www.sonomasheriff.org.

Additional information may be found on the DSA MOU located at: http://hr.sonoma-county.org/documents/dsa_mou-2013-2015.pdf.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or possession of an acceptable General Education Development Certificate.

Experience: One year of recent, full-time paid experience as a law enforcement officer with a city, county, state or federal police agency.

Special Qualifications: Possession of the P.O.S.T. basic certificate. Law enforcement experience performing patrol functions is highly desirable.

License: Possession of a valid California driver's license and a good driving record.

Background Requirement: Incumbents shall not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony If committed in this state, nor be under current formal probation supervision.

Citizenship Requirement: Permanent resident aliens who wish to be employed as peace officers must apply for citizenship at least one year before application for such employment. If a permanent resident alien has not obtained citizenship within three years after application for employment or is denied citizenship, he or she shall be disqualified for peace officer status.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: the laws, ordinances, rules and regulations enforced by the department; modern procedures and methods employed in crime detection and investigation and knowledge of general police practices and techniques; court procedures in criminal and civil trials. Working knowledge of the use and care of firearms; criminal attitudes and behavior patterns and the social factors underlying criminal behavior; recent developments, current literature and sources of information of criminal investigation procedures and police patrol practices.

Knowledge of: first aid methods and their applications; the geography and topography of Sonoma County.

Ability to: enforce the law firmly, tactfully and impartially and to deal courteously with the general public; make quick, effective and reasonable decisions and to take appropriate action in emergencies; understand and follow written and oral directions. Ability to speak and write effectively.

SELECTION PROCEDURE

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to visit <http://sonomacounty.ca.gov/HR/Recruitment-and-Classification/Getting-a-Job> and review the hiring process overview.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination:

An **Application and Supplemental Questionnaire Appraisal** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

BACKGROUND INVESTIGATION - SHERIFF'S OFFICE

The Sheriff's Office's policy is that all employees, civilian, and law enforcement are required to successfully complete a thorough background investigation prior to employment. This policy is imperative in order to keep the department's employees and the public safe, and to maintain high standards in the law enforcement community.

The background investigation will include a thorough assessment of a candidate's personal, employment, educational, criminal, and credit history. The investigation may include, but is not necessarily limited to: use of prescription and/or other drugs, reports from former employers, friends, family members, educational institutions, law enforcement agencies, credit reports, court reports, public records search, and/or other relevant sources. Candidates must be honest and forthcoming about information that may arise during the background process. Deception during any portion of this process is grounds for disqualification, even after employment.

All candidates will be required to take two polygraphs and pre-employment medical examination. Drug and alcohol testing will be conducted as part of the pre-employment medical

examination for all applicants and for all current employees who are offered employment within the Sheriff's Office. Additionally, candidates for Deputy Sheriff, Correctional Deputy, and Communications Dispatcher will be required to take a psychological evaluation. Candidates for Deputy Sheriff, Correctional Deputy, Communications Dispatcher, and Detention Assistant will also be required to take a pre-employment physical abilities examination. The results of the investigation shall be confidential and shall not be available to the candidate for review. Failure to pass the background investigation will eliminate a candidate from the employment process.

Any issues that arise during the investigation process will be assessed and judgment and discretion will be used to determine the employability of the candidate.

If a job candidate has any prior history of controlled substances, the Sheriff's Office has established guidelines to evaluate and determine a candidate's suitability for employment. Where there is evidence of a candidate's past use of controlled substances, many factors shall be used to determine the employability of the individual such as pattern of use, kind of drug used, circumstances of the start of the drug use, treatment, behavior and attitude since discontinuance, etc. Please note that a history of using controlled substances does not result in automatic disqualification from the selection process. Prior to disqualifying any candidate whose profile falls within the provisions of the policy, the candidate shall be given the opportunity to present any and all evidence of mitigating facts which the candidate feels should be considered by the hiring authority.

For specific details on the drug policy, please click on the following link:

<https://www.sonomasheriff.org/careers/>

HOW TO APPLY

Applications are accepted on-line at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. More information can be found at: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256>.

HR Analyst: BT
HR Technician: JG

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #16/08-4081-EHC
DEPUTY SHERIFF II (COURT SECURITY) - EXTRA-HELP
CG

Deputy Sheriff II (Court Security) - Extra-Help Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- ☐ CalJobs
- ☐ College or University
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com

- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Other Internet Site
- ☐ Other Publication

* 2. Do you possess a current BASIC P.O.S.T. Certificate of higher?

- ☐ Yes ☐ No

* 3. Please describe your one year of recent, full-time paid experience as a law enforcement officer with a city, county, state, or federal agency. Include your job title(s), duties completed, employer(s), and dates of employment (mm/yy to mm/yy).

* Required Question