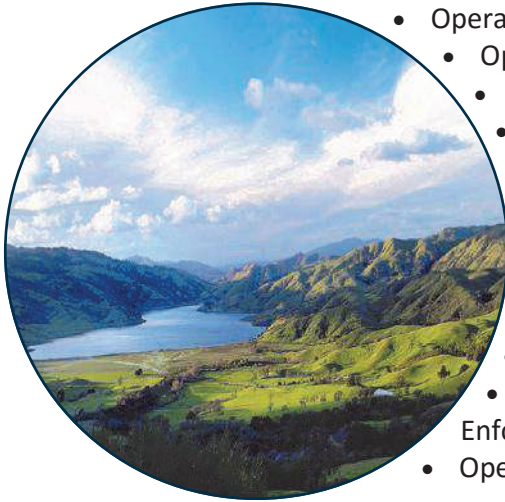


Alameda County Sheriff's Office

The Sheriff's Office has nearly 1,600 personnel including 1,000 sworn members and a current budget of approximately \$360 million dollars. The agency's Chief Executive Officer is Sheriff Gregory J. Ahern, who is assisted in the operation of the agency by Undersheriff Richard T. Lucia, and Assistant Sheriffs Dennis Houghtelling and Charles Nice.

The Sheriff of Alameda County is responsible for a vast array of tasks and duties, including the following:

- Providing patrol and investigative services to the unincorporated areas of Alameda County
- Pursuant to contractual agreements, providing patrol and investigative services to the City of Dublin, Peralta Community College District, Oakland-Alameda County Coliseum complex, Oakland International Airport, Highland County Hospital, Social Services, and to the Alameda-Contra Costa Transit District
- Operating two County Jails (Santa Rita and Glenn Dyer)
 - Operating the County Office of Emergency Services
 - Providing Fish and Game enforcement
 - Project Director of the Narcotics Task Force
 - Conducting a basic academy pursuant to Police Officer Standards and Training (P.O.S.T.) requirements
 - Operating the Coroner's Bureau
 - Operating a full service Criminalistics laboratory
 - Providing security to the Consolidated Superior Courts
 - Performing Civil Process
 - Serving as the Executive Director of the Sexual Assault Felony Enforcement (SAFE) Task Force
 - Operating a Marine Patrol Unit in the San Francisco Bay waters.



Assigned Cadet Posts

Positions in the Sheriff's Service Cadet Class will complete rotational assignments in the following Sheriff's Office Departments:

- **Office of Homeland Security and Emergency Services**-Is responsible for preparing Alameda County to respond efficiently and effectively to emergencies.
- **Eden Township Substation, Youth and Family Services Bureau**-Activities of YFSB involve community outreach and the delivery of psychotherapeutic and related services to high-risk youth and their families.
- **Animal Services**-The primary functions of this unit include operating a shelter in East Alameda County, and providing field services to the City of Dublin and unincorporated parts of Alameda County.
- **Coroner's Bureau/Crime Laboratory**-Staff in these units utilize specialized forensic science methods to determine cause of death and interpret evidence from criminal case investigations.
- **Warrants, Records & Dispatch**- Responsible for processing, tracking and storing incident reports; maintaining information in law enforcement databases; Dispatchers serve as first responders to 911 emergency and non emergency calls on a 24 hour basis.
- **Regional Training Center**-Accredited facility that provides public safety and law enforcement training including peace officer basic academy.
- **Detention & Corrections: Santa Rita Jail**-County correctional facility that houses approximately 2,000 male and female prisoners.

The Position of Sheriff's Service Cadet

Under the direct supervision of Sheriff's Office Management or sworn Supervisory staff, Sheriff's Service Cadets perform a wide variety of entry level support and paraprofessional law enforcement duties in a learning capacity; assist and observe sworn and non-sworn personnel in the Alameda County Sheriff's Office (ACSO) and perform related duties as assigned.

In this limited duration, non-sworn (unarmed) position, Sheriff's Service Cadets learn and gain additional experience in preparation for a career in law enforcement. Incumbents in this trainee-level classification are always temporarily appointed, and work on a Services-As-Needed basis (not to exceed 960 hours per fiscal year), while attending an accredited college or university to earn a degree in Criminal Justice or a closely related field; or while attending a specific training program to be eligible to take a California P.O.S.T. basic certification exam.

Positions in this class are temporary in nature and appointments to this class will be terminated once the incumbent a) graduates from college; b) satisfactorily completes an assigned training program; c) obtains applicable P.O.S.T. certification; or d) finishes 3 years of service as a Sheriff's Service Cadet.

Examples of Duties

The following duties are performed by employees in this classification however each individual in the classification does not necessarily perform all duties listed:

- Assists the Office of Homeland Security and Emergency Services with the delivery of emergency preparedness information, tools and training to the public and other non profit agencies within Alameda County.
- Participates in crime prevention activities such as neighborhood watch meetings, school and community group presentations, and Sheriff's Office building tours.
- Photocopies, files, indexes and locates law enforcement records and related paperwork.
- Assists with animal control details and functions with direct supervision.
- Attends weekend and/or evening training sessions.
- Rides with Deputy Sheriffs to observe and learn peace officer responsibilities and techniques.
- Assists with Sheriff Explorer posts.

Minimum Qualifications

Education:

EITHER I

- Graduation from high school or possession of an acceptable equivalency certificate, such as the General Educational Development Certificate (State of California)

OR II

- Current enrollment (minimum 6 quarter units/9 semester units) , and good academic standing, in an accredited college or university Criminal Justice program or a closely related field; or current enrollment in specific training to be eligible to take a California P.O.S.T. certification exam

AND

Experience:

- At least three (3) consecutive months of volunteer or paid work experience, within the last three (3) years, at a law enforcement agency or department which included public contact (i.e. Explorer or Cadet)

License:

- Valid California State Driver's license by date of hire.

Special Requirements:

- Candidates must pass a thorough background investigation. A record of any felony conviction will result in disqualification.
- Must be 18 years of age at time of appointment.
- Hearing must be normal in each ear.
- Using both eyes, must have far vision of at least 20/100 without glasses, correctable to 20/20 with glasses. Must be free from colorblindness and permanent abnormality in either eye.

Other Requirements:

- Must be able to travel to various locations within Alameda County to meet needs & fulfill job responsibilities.
- Must be available to work irregular duty assignments including weekends and evenings.
- Cadets assigned to certain locations must successfully complete training relevant to that assignment and will subject to rotation of assignments.
- Will be required to wear a uniform.

Application Process

THIS POSITION HAS A LIMITED FILING PERIOD!!

Applications will only be accepted from
5:00 pm, Friday December 22, 2017 until 5:00 pm Monday January 22, 2018.

Applicant Steps:

1. Go to the Alameda County Employment site at <http://www.jobaps.com/alameda>.
2. Click the "New User Registration" link from left hand menu to create an online application following the online instructions. You may be required to create a login and password.
3. Once logged in, complete all sections of the application template.
4. After you have completed your application, check the certification box and hit "send" to save the completed application.
5. Click on "My Applications" from the left hand menu, log in again, then click the "Retrieve Applications" button which will bring you back to the application template page.
6. Click the "Review" button for the Application Template. Once the application template is open, click the Review Tab from the menu at the top of the application screen then hit the "Print My Application" button to print a hard copy of the application for submission.
7. Complete the supplemental questionnaire fully and legibly. Attach the completed supplemental questionnaire to your printed application and submit via scan/email or fax to:



Alysia Evans | Department Personnel Officer
Alameda County Sheriff's Office Human Resources
1401 Lakeside Drive, Suite 604 | Oakland, CA 94612
Office 510-208-9813 | Facsimile 510-208-9868
AEvans@acgov.org | [QIC 26018](tel:51026018)

Examination Steps:

1. A review of candidates' application and supplemental questionnaire to verify possession of minimum requirements. Supplemental questionnaires will be used to screen for best qualified candidates. The most highly qualified candidates will move on to the next step in the examination process.
2. An Oral Board interview (**DATE TBD**) which will be weighted as 100% of the candidates' final examination score. The oral interview may contain situational exercises.
3. Candidates who pass the Oral Board interview will be referred into the backgrounds process.
4. Candidates who successfully complete all application, interview and background processes will be assigned to a position as vacancies arise.

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN

Alameda County is an Equal Employment Opportunity/Affirmative Action employer. Women, minorities and military veterans are strongly encouraged to apply. Applicants will be considered without regard to their race, color, religion, sex, national origin, age, disability, sexual orientation, or any other non-job-related factor.