

Placer County Sheriff's Office Corrections Support Unit

ADMINISTRATIVE LEGAL CLERKS



WE COMMIT TO TREAT ALL WITH DIGNITY, COURTESY, AND RESPECT



Annual Base Salary
\$19.32 – \$26.61/hour

*This classification received a 4.0% general wage increase effective 7/2/22 and is scheduled to receive subsequent general wage increases of 4.0% in July 2023 and 4.0% in July 2024.

This recruitment is open continuously. Interested applicants are encouraged to apply immediately by submitting an application via the County's website at www.JobsAtPlacerCounty.com.



THE OPPORTUNITY

The Corrections Division (jail) of the Sheriff's Office is seeking several Administrative Legal Clerks (ALC). These positions perform a variety of administrative and clerical work and are responsible for working in warrants, booking, and the front office. In addition to base pay, positions in this division receive 5% Jail Incentive Pay, Night Shift Differential pay of 7.5% (when assigned to work the night shift), and a uniform allowance in the amount of \$750 per year. This division requires working 12-hour shifts, including nights, weekends, and holidays. Positions are located in the jail at either the Auburn or South Placer facility. All jail shifts are rotational based on seniority.

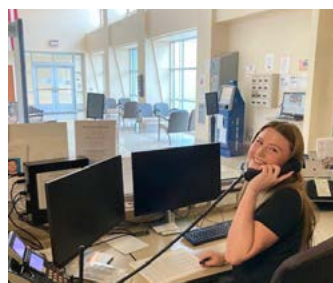
THE POSITION

Non-sworn civilian staff who provide support to custodial staff and handle the administrative side of jail operations. The Corrections Support Unit consists of the following sub-units:

- The Front Counter
- Visiting
- Criminal History/Booking
- Warrants/CLETS

The Front Counter

The Front Counter team provides customer support for visitors to the jail. Some of the services provided include processing court-ordered book and releases, checking in professional visitors, and processing bail bonds.



Visiting



On-site personal visits at the South Placer Jail are facilitated via video. ALCs are responsible for checking visitors in, assigning video visit station and enforcing visiting rules. Off-site video visitation is also available and is managed by the ALCs working at the Front Counter Visiting station.

The Auburn Jail provides in-person, face-to-face visiting for inmates with friends and family. The visiting center is open four days a week and is staffed with one ALC and one Correctional Officer or Deputy. The ALC is responsible for checking in visitors, assigning phones, and enforcing Visiting Center rules.

On and off-site video visitation is also available at the Auburn Jail and is managed by the ALCs working at the Front Counter Visiting desk.



Criminal History/Booking



Criminal histories (rap sheets) are an integral part of the custody process. Administrative Legal Clerks work closely with arresting agencies and officers to run criminal histories for every arrestee brought into the jail. The rap sheet is utilized by various entities within the custodial system for things such as positively identifying a person in custody, to determining bail amount, or properly classifying inmates based on past arrest, gang affiliation and prison history.



As part of the booking process, ALCs prepare booking files, interview inmates and process various types of paperwork. They work with allied agencies on obtaining warrants and/or restraining orders to be served. Notify Parole and/or Probation when arrestees on parole/probation are brought into custody. A glass partition separates the ALC and inmates.

Warrants/CLETS



As the warrant repository for Placer County, this unit manages all criminal warrant activity, including extraditions. In this busy unit, ALCs are responsible for processing all warrants, monitoring incoming and outgoing nationwide telecommunications and working closely with allied agencies to facilitate warrant service. This is the central telecommunication center for both facilities and are responsible for disseminating these messages to the appropriate jail and unit.

SAMPLE DUTIES

Work is typically performed in an indoor office environment and controlled temperature conditions. Tasks may involve extended periods of time at a keyboard or workstation. Positions may require traveling to and from other locations in a variety of outdoor weather conditions and lifting materials and supplies of light weight. Incumbents may work odd or unusual hours including nights, weekends, holidays and/or overtime and in proximity to inmates or defendants. Incumbents may be subject to periods of facility lockdown.

Administrative Legal Clerks assigned to the jail have limited direct contact with the public and inmates. Contact with the public and inmates is done through a glass/plexiglass partition. Essential duties may include, but are not limited to, the following:

- Perform general and legal clerical duties related to assigned functional area and department including compiling data for, summarizing and maintaining a variety of statistical logs, reports, records, lists and files.
- Review legal documents, arrests or incident records, probation reports, Coroner reports, citations, and files to identify inaccurate, inconsistent, and unclear information; notify appropriate staff to resolve issue.
- Process records requests; maintain and purge records and files consistent with department policies.
- Receive and log inmate property; release property to inmates and/or family members consistent with department policies.

PLACER COUNTY

Placer County presents a rapidly growing and prosperous community characterized by a healthy and mature economy, attractive business environment, and residents who benefit from a developed educational, safety and healthcare infrastructure. It is consistently ranked first for its quality of life and is in the top healthiest counties in California. It is also home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County.

Placer County contains approximately 400,000 residents, which includes those living in the cities of Roseville, Rocklin, Lincoln, Loomis, Auburn and Colfax, as well as unincorporated areas including the north shore of Lake Tahoe. The County is bordered by Nevada County to the north, the State of Nevada to the east, El Dorado and Sacramento counties to the south, and Sutter and Yuba counties to the west. The County Government Center is located in North Auburn.

Well known for excellent, award winning elementary and high schools, Placer County also offers a range of affordable housing options. Outdoor recreation activities in Placer County are abundant all year long given its proximity to both the Sierra Nevada Mountains and Lake Tahoe. Activities range from hiking, biking, and horseback riding to river rafting, snowshoeing, and skiing.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Administrative Legal Clerk – Entry

Experience: Two years of clerical experience.

Training: Equivalent to the completion of the twelfth grade.

Administrative Legal Clerk – Journey

Experience: Two years of experience performing duties comparable to that of an Administrative Legal Clerk – Entry for Placer County.

Training: Equivalent to the completion of the twelfth grade.

APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application via the County's website at www.JobsAtPlacerCounty.com

Please submit your application materials by June 7, 2023 at 5:00pm. The next testing session is tentatively scheduled for the Week of June 26, 2023.

Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, including fingerprint clearance, and medical evaluation.

SELECTION PROCESS

Qualified candidates will be invited to take an online examination. Candidates who pass the examination will be placed on the eligible list.

An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates who will be invited to an interview. The interviews will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant.

For additional information about Placer County please visit the website at www.placer.ca.gov.

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

HUMAN RESOURCES DEPARTMENT Equal Opportunity Employer

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Auburn CA 95603

Main Telephone: (530) 889-4060
www.JobsAtPlacerCounty.com

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