

**0318-RP3002-01**

## Sheriff's Office

### Compensation

Monthly Salary:

\$5,476 - \$6,656/month

### Benefits

- ◆ 1937 Act retirement plan Safety Member
- ◆ Health, Dental & Vision
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years; 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 holidays per year
- ◆ Life Insurance in the amount of \$50,000
- ◆ Uniform Allowance \$1200 annually



**SAN JOAQUIN COUNTY**  
Human Resources Division  
44 N San Joaquin St, Suite 330  
Stockton, CA 95202

☎ 209-468-3370

🌐 [www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr)

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### Sheriff's Custody Division

The Sheriff's Custody Division currently staffs 247 Correctional Officers, 20 Correctional Sergeants and 6 Correctional Lieutenants. Department-wide the Sheriff's Office staffs a total of 838 positions serving San Joaquin County including two contract cities, Lathrop and Mountain House. Operations, Administration, and the Jail are located in French Camp. For more information about the San Joaquin County Sheriff's Office, please visit their website at: [www.sjgov.org/sheriff](http://www.sjgov.org/sheriff)

### Custody Division Mission Statement

The San Joaquin County Sheriff's Custody Division will promote safe, secure and humane housing for pre-sentenced and sentenced inmates. Service to the general public and the Criminal Justice System will be of the highest quality.

Operation of the facilities will be consistent with the principles of direct supervision, will at all times meet Minimum Jail Standards as defined in Title 15 of the California Code of Regulations, and will insure the public safety. Programs and services will be made available to influence positive behavior with the intent to provide the opportunity for inmates to return to the community in equal or better condition both physically and psychologically than when received.

These goals will be met in a cost-effective manner while assuring staff of a productive, safe and secure work environment and providing them with the vision, leadership tools, and resources to fulfill this mission.

### About the Position

The Correctional Sergeant is a first line supervisor who will be responsible for supervising sworn and non-sworn personnel on an assigned shift or perform administrative functions in the field of corrections. The Department is interested in candidates who can demonstrate leadership in facing the challenges of the correctional environment. Candidates must have the ability to assign and review the work of others; enforce laws and ordinances with firmness, tact, and fairness; evaluate situations and determine appropriate courses of action; understand and follow oral and written instructions; express oneself clearly and concisely, orally and in writing; react quickly and calmly in emergencies; read and understand legal and other job-related material; work effectively with prisoners, fellow officers, public officials, and the general public.

Please review the attached job specification for a complete description of typical duties.

## About the Selection Process

All application materials will be reviewed to determine if candidates possess the minimum qualifications required for the position. All applicants who meet the minimum qualifications for the position, as well as the eligibility requirements for promotional examination, will be invited to participate in the written examination.

### **WRITTEN EXAMINATION:**

Written exam questions may cover but are not limited to material from the following sources: Sheriff's Office Policy, Custody Policy and Procedure Manual, Civil Service Rules, Memorandums of Understanding, Penal Codes and Government Codes related to Corrections.

### **ORAL EXAMINATION:**

Candidates who pass the written exam will be scheduled to participate in the oral exam which may include a practical exercise, writing exercises, and oral exam interview.

The written exam will be weighted at 40% of the overall score and the oral exam will be weighted at 60% of the overall score. For candidates who successfully pass all phases of the exam process, seniority points will be added to final scores. Final scores will determine ranking on the eligible list.

## Minimum Qualifications

*Applicants must be currently employed by the San Joaquin County Sheriff's Department. Please read the Civil Service Rules and Regulations regarding eligibility for promotional examinations (attached).*

**Experience:** Three (3) years working in the classification of Correctional Officer or Deputy Sheriff assigned to the custody facility in San Joaquin County. At least one of these years must have been within the last three years.

**Substitution:** Experience working in the classification of Correctional Officer or Deputy Sheriff in an STC participating local detention facility may be substituted for up to two (2) years of the above required experience on the basis of 1 ¼ months of such experience for each month of experience required in San Joaquin County.

**License and Certificates:** Possession of a valid California Driver's license, STC Correctional Officer Core Course certificate, and certificate of completion of 832 P.C. (laws of arrest).

## Application Submittal

The competitive process includes submittal of a completed San Joaquin County Employment Application. Resumes will not be accepted in lieu of the required application. Completed applications must be submitted to the Human Resources Division by end of day on **March 16, 2018**.

To submit applications online, please visit: [www.sjgov.org/department/hr](http://www.sjgov.org/department/hr)

Applications may also be obtained from, and submitted to:

**SAN JOAQUIN COUNTY**  
Human Resources Division  
44 N San Joaquin St, Suite 330  
Stockton, CA 95202

☎ 209-468-3370 *Equal Opportunity Employer*

**Civil Service Rules and Regulations**

**Rule 10 – Section 3 – Eligibility for Promotional Examinations**

To compete in a promotional examination, an employee must:

- A. Meet the minimum qualifications of the class on or before the final filing date for filing applications.
- B. Meet one of the following qualifying service requirements:
  - 1. Have permanent status in the Classified Service.
  - 2. If a probationary employee in Classified Service, must have served twelve (12) continuous and consecutive months immediately prior to the final filing date. Qualifying service under this rule may have been in either the Classified Service or in any combination of Classified Service and service under a public employment program.
  - 3. Public employment program employees who have served at least twelve (12) continuous and consecutive months immediately prior to the final filing date are eligible to compete in promotional examinations for entry level classes or a class equivalent to their current public employment class. For the purpose of this rule, an entry level class is defined as the lowest class in each class series excluding classes designated as trainee classes in the class title.
  - 4. Employees in the Classified Service who have six (6) continuous months' service in trainee classes or entry level classes, as defined above, shall be eligible for promotional examinations to the next higher class in that same series.
  - 5. Temporary, contract, or exempt employees who have at least six (6) months of full-time service with the County within the last twenty-four (24) months and are currently employed with the County immediately prior to the final filing date are eligible to compete in promotional exams for entry level or trainee classes.
  - 6. Contract or exempt incumbents of positions which are converted to classified service are eligible to compete in promotional exams for the classes of positions which they occupy if they have served 2080 continuous and consecutive payroll hours (equivalent to one (1) year) in the same or related classes of positions as the promotional class immediately prior to the final filing date.
  - 7. A Part-time employee who is actively employed (on payroll) and who has worked 2080 continuous and consecutive hours in a class that is above entry level may compete in promotional recruitment for that classification.
- C. Have a rating of satisfactory or better on the last performance evaluation, if applicable.
- D. If a person whose name is on a promotional list is separated (except for layoff), the name shall be removed from the promotional list of the action.

**NOTE:** Applications must be submitted to the Human Resources Division before 5:00 p.m. of the final filing date or if mailed, must be postmarked before midnight of the final filing date. No responsibility can be assumed for applications mailed which are not received by the Human Resources Division. Applications sent through inter-office mail may not reach our office until after the final filing date. In this instance, the application will not be accepted because it does not meet the final filing date.

## 0318-RP3002-01 San Joaquin County Sheriff's Office

### JOB SPECIFICATION

#### DEFINITION

Under general supervision, performs responsible supervisory correctional work or functions in a special technical assignment area; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

#### CLASS CHARACTERISTICS

This is the first supervisory level class in the Correctional Officer series. Incumbents of this class either supervise sworn and non-sworn personnel on an assigned shift or perform administrative functions in the field of corrections.

#### TYPICAL DUTIES

1. Plans, assign, supervises, and participates in the work of deputies and non-sworn personnel assigned to custody; inspects custody facilities, operating equipment, and appearance of subordinates; reads, interprets, and posts special orders or instructions; prepares schedules; evaluates work performance in accordance with division policy, Title 15 Minimum Jail Standards, and California laws.
2. Investigates inmate grievances and reports of crimes; interviews suspects and witnesses in preparation for criminal case reporting and preserves evidence.
3. Receives and reviews jail incident reports; distributes reports for follow up and continuation actions.
4. Serves in technical assignment areas such as inmate classification, inmate discipline review, and staff training.
5. Verifies computation of sentences, fines, and release dates.
6. Assists in planning, developing, and implementing departmental in-service training programs.
7. Maintains records of work activities; prepares employee progress reports.
8. May testify in court on assigned cases.

#### MINIMUM QUALIFICATIONS

Experience: Three (3) years working in the classification of Correctional Officer or Deputy Sheriff assigned to the custody facility in San Joaquin County. At least one of these years must have been within the last three years.

Substitution: Experience working in the classification of Correctional Officer or Deputy Sheriff in an STC participating local detention facility may be substituted for up to two (2) years of the above required experience on the basis of 1 ¼ months of such experience for each month of experience required in San Joaquin County.

License and Certificates: Possession of a valid California Driver's license, STC Correctional Officer Core Course certificate, and certificate of completion of 832 P.C. (laws of arrest).

Knowledge of: Principles and practices of supervision and training; basic principles and practices of jail administration; contemporary correctional practices, procedures, and resources; laws and ordinances of the County and State relating to Sheriff responsibility; principles and methods of interviewing and interrogation; methods of personal identification used in law enforcement; basic elements of human behavior; the behavior of persons under restraint; rights and privileges of prisoners; search, security, and key control procedures for custody of prisoners; public relations principles and practices; report writing techniques; language usage and mechanics; court procedures.

Ability to: Assign and review the work of others; enforce laws and ordinances with firmness, tact, and fairness; evaluate situations and determine appropriate courses of action; understand and follow oral and written instructions; express oneself clearly and concisely, orally and in writing; react quickly and calmly in emergencies; read and understand legal and other job-related material; work effectively with prisoners, fellow officers, public officials, and the general public.