




GLENN COUNTY SHERIFF'S OFFICE  
**SHERIFF'S  
CORRECTIONAL  
DEPUTY I/II**

DEADLINE TO APPLY:  
WEDNESDAY, AUGUST 16, 2024

STARTING SALARY: I: \$24.66-\$29.98 II: \$26.32-\$31.98 HOURLY

**\$10,000 HIRING BONUS    \$30,000 LATERAL BONUS**



GLENN COUNTY JAIL  
141 S. LASSEN

# COMMITMENT TO SERVICE

# DEDICATION TO COMMUNITY

The County of Glenn Sheriff's Department is seeking people interested in an exciting and challenging career in law enforcement. The Sheriff's Department is committed to identifying hard working and dedicated individuals pursuing careers in public safety and law enforcement. Glenn County seeks individuals committed to the values of honor, integrity, and self-less service. We strive to reflect the diversity and strengths of the citizens of Glenn County.

## EXAMPLES OF DUTIES

- Performs booking procedures, including receiving, booking, and assigning prisoners to cells; performing body searches; fingerprinting, and photographing prisoners, etc.
- Maintains custody of prisoners' private property.
- Maintains the safe and orderly operation of the County jail facility; monitors security cameras and door warning lights; screens and monitors visitor. Inspects all inmates' incoming and outgoing mail and telegrams.
- Inspects facilities regularly.
- Monitors the condition and activities of the prisoners.
- Delivers meals and dispenses medication to inmates at proper times, using prescribed procedures.
- Provides for inmates' medical attention as required.
- Provides and monitors religious, educational, and recreational programs for prisoners.
- Collects and purchases commissary items for inmates; collects money and records commissary purchases.
- Administers First Aid in emergency situation.
- Releases prisoners on writs, court orders, bail bonds, payments of fines, or expiration of terms.
- Prepares and submits required records and reports.
- Performs general office work, including but not limited to entering computer data, copying and filing documents, etc.

## THE POSITION

This position will perform a variety of work in the monitoring of county, state, and federal detainees, and maintains the security and safety of inmates and staff.



## IDEAL CANDIDATE

The ideal candidate will be able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. In addition be able to react quickly and calmly in emergency situations.

**About Glenn County:** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## QUALIFICATIONS

### Knowledge of:

Pertinent federal, state and county laws, codes, and regulations.

Procedures and methods in jail operations.

Use and care of physical restraints used in controlling inmates.

Principles and practices of record-keeping and reporting.

Standard radio operations.

### Ability to:

Learn the principles and practices of inmate classification.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

Understand and follow oral and written instructions.

Accurately observe and recall incidents and situation encountered.

Monitor, supervise, and control prisoners.

React quickly and calmly in emergency situations.

Deal courteously, yet firmly and effectively with the public in police situations.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

Learn to use computers for word processing and records maintenance.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)



## EXPERIENCE AND TRAINING GUIDELINES:

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:

### EDUCATION AND EXPERIENCE:

Experience: **I** - No experience is required. **II** - 2 years of services as a Correctional Deputy I.

Education: **I/II** - High school diploma or GED equivalent.

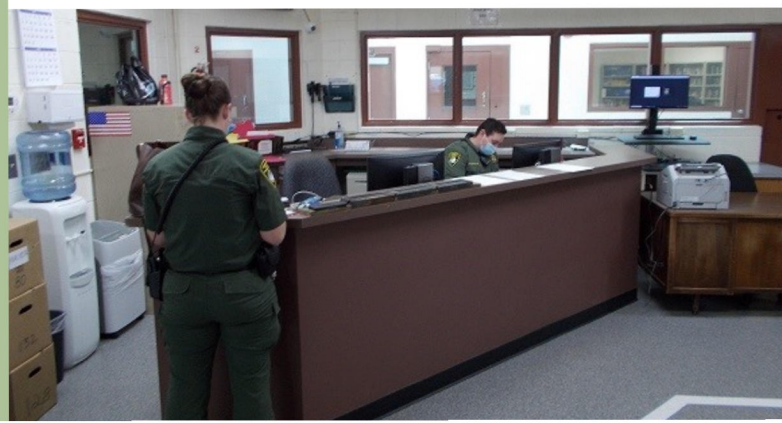
### LICENSE & SPECIAL REQUIREMENTS:

**I/II** - Possession of, or ability to obtain, an appropriate, valid California driver's license.

**I** - Possession of, or the ability to obtain, a S.T.C Correction Officer Core Course Certificate and Penal Code 832 Certificate. **II** - Possession of a S.T.C Correction Officer Core Course Certificate and Penal Code 832 Certificate.

### DEPARTMENT INCENTIVES:

- \$500 Uniform Allowance (New Hire)
- Uniform Pay
- Bilingual Pay \$0.75 per hour
- Shift Differential \$1.50 per hour
- Education Incentive 5-7.5%





# BENEFITS:



- \$1,000 Uniform pay, annually
- Bilingual pay—\$.75 per hour
- POST Certificate or Degree
  - 5% Intermediate or BS/BA
  - 10% Advanced or MS/MA
  - 15% Supervisory or PhD
- Vacation
- Holiday Pay— 5%
- County sponsored medical insurance
- Employer paid vision plan
- Stand by and call back pay
- Sick Leave
- Bereavement Leave
- CalPERS retirement after vested

## POA SUMMARY OF BENEFITS

Applications will be accepted until:  
**Friday, August 16, 2024 at 5:00 p.m.**

The BSCC Selection Examination for Adult Corrections Officers written exam is scheduled for:  
**August 28, 2024 and August 29, 2024.**

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

**Examination Information:** The BSCC Selection Examination for Adult Corrections Officers is a multiple choice exam created by the State of California Board of State and Community Corrections. It is designed to measure the knowledge, skills, and abilities that were identified as critical in job success. All applicants must complete the entire examination to receive a score. In order to obtain a position on the eligible list, candidates must receive a minimum score of 45 on the examination.

A complete application packet MUST include:

**-A Glenn County Employment Application -Resume - Cover Letter -GCPER 44/Conviction Form**

### HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at [www.calopps.org/county-of-glenn](http://www.calopps.org/county-of-glenn) or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications can be submitted online or in person no later than **Friday, August 16, 2024**. Please read the job requirements section of the announcement and submit a completed application packet.

Applying for this position requires a GCPER44/Conviction Form. You can access such on our website at [www.countyofglenn.net/government/departments/personnel/hiringselection-panel-resources](http://www.countyofglenn.net/government/departments/personnel/hiringselection-panel-resources) or request one from the Personnel Department at the number listed above. The completed form must be provided to Personnel with your application packet. If applying online, the supplemental questionnaire fulfills the requirement to complete the GCPER 44/ Conviction Form.

### IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

### COUNTY OF GLENN JOB OPPORTUNITIES

