



## EMPLOYMENT OPPORTUNITY

PERSONNEL DEPARTMENT  
1115 TRUXTUN AVENUE FIRST FLOOR  
BAKERSFIELD, CA 93301  
TELEPHONE: (661) 868-3480  
24 HOUR HOTLINE: (661) 868-3481  
WEB PAGE: [www.co.kern.ca.us/person](http://www.co.kern.ca.us/person)

C O U N T Y o f K E R N

### **SHERIFF'S DETENTIONS DEPUTY- SHIFT - LATERAL EXAM NO. 4918**

**FILING DATE:** Applications will be received until cancellation of this notice. **CANCELLATION CAN OCCUR AT ANYTIME WITHOUT NOTICE.** Names will be placed on one eligible list in order of final grades. **Individuals who attain placement on the eligible list may not re-apply until their name has expired from the list.**

Applicants may apply on-line: [www.co.kern.ca.us/person](http://www.co.kern.ca.us/person). If applying on line, **applicants must fax the required certificates to 661-868-3928 or submit to the Kern County Personnel Department, 1115 Truxtun Avenue 1<sup>st</sup> Floor, Bakersfield, California 93301.**

**SALARY:** \$3695 - \$4511 Approximate Monthly Equivalent; Paid Biweekly. 5% additional pay for evening shift work; 7-1/2% additional pay for night shift work. \$850.00 Annual uniform allowance. **APPLICANTS MUST BE WILLING TO WORK ANY SHIFT OF A 24-HOUR PERIOD AND ANY 5 OF 7 DAYS.**

**BONUSES:** Up to \$10,000 over three years. \$2,500 upon appointment as a Sheriff's Detentions Deputy and \$2,500 upon completion of each year, for up to three years.

**EMPLOYEE BENEFITS:** 3% @ 50 Retirement Plan for Safety Employees. For additional benefit information, please refer to Memorandum of Understanding (MOU), Kern County Detention Officers' Association at: [www.co.kern.ca.us/person](http://www.co.kern.ca.us/person).

**QUALIFICATIONS:** Graduation from high school or successful completion of the General Education Development Test (GED) indicating high school level education.

Possession of a Standards and Training for Corrections (STC) certified Corrections Officer CORE course certificate, and PC 832 Arrest and Firearms course certificates, both of which having been issued in the past three years; OR possession of an STC certified CORE course certificate and continuous employment under either PC Section 831.5 or PC Section 830.1(c) in the State of California since completion of the training and PC 832 Arrest and Firearms course certificates issued in the past three years.

Possession of a valid California Class C driver's license is required at the time of employment. Specialized licenses required for some assignments.

**APPLICANTS MUST SUBMIT A COPY OF THEIR STC CORE COURSE CERTIFICATE AND THEIR PC 832 CERTIFICATES WITH THEIR APPLICATION BY THE FILING DEADLINE.**

AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY

## **SHERIFF'S DETENTIONS DEPUTY- SHIFT - LATERAL EXAM NO. 4918**

FOLLOWING AN OFFER OF EMPLOYMENT, YOU WILL BE REQUIRED TO SUBMIT TO POST OFFER MEDICAL AND DRUG SCREENING TESTS AT COUNTY EXPENSE.

**Medical Examination:** Candidates must pass a rigid post-employment offer, pre-placement examination given by the County Physician. It may include, but not be limited to, spine and chest x-rays, blood chemistry and electrocardiograph tests, hearing and vision test, functional capacity examination and psychological examination.

**Character:** Applicants must have a reputation for honesty and trustworthiness. Felony law convictions may be disqualifying and except for a limited number of minor traffic offenses, misdemeanor convictions may be disqualifying. Candidates must pass a thorough background investigation, which includes a pre-employment polygraph examination.

**Minimum Age:** 18 years at time of final filing date.

Admittance to each phase of the examination will require a government issued photograph identification. Applicants who are unable to present proper identification must make arrangements with the personnel department prior to the test date.

**THE PERSONNEL DEPARTMENT MAY LIMIT THE NUMBER ADVANCING TO THE ORAL EXAMINATION TO APPROXIMATELY THE TOP 100, BASED UPON THE FINAL EARNED RESULTS OF THE WRITTEN TEST.**

This examination will establish a 12-month eligible list from which appointments will be made at the Sheriff's Department. Other permanent and temporary appointments will be made as needed.

### **ESSENTIAL FUNCTIONS:**

- Supervises inmates and inmate activities.
- Maintains armed status.
- Investigates crimes and makes arrests related to custodial assignments; investigates facility rule violations and completes required paperwork.
- In an armed capacity, patrols jail facility grounds driving an emergency equipped vehicle and performs duties related to providing perimeter security; in an armed capacity, performs perimeter guard duties.
- Transports and/or escorts inmates to specified locations inside and outside custodial facilities.
- Completes procedures necessary to properly book inmates, including fingerprinting and required paperwork.
- Conducts pat-down and strip searches of inmates as required; conducts searches of housing units and dorms.
- Supervises inmate meals and recreation; inspects housing areas for cleanliness; distributes supplies and bedding; inspects mail.
- Verifies inmate identity; classifies inmates for housing assignments.
- Conducts inmate counts and verifies location and status of inmates; keeps routine records of inmate movement.
- Performs security checks; locks and unlocks cells and gates; maintains security of assigned keys.
- Screens visitors and supervises visits; keeps routine records on of authorized visitors; admits, releases and logs visitors for inmates, and searches articles left by visitors for inmates.

## **SHERIFF'S DETENTIONS DEPUTY- SHIFT - LATERAL EXAM NO. 4918**

### **ESSENTIAL FUNCTIONS: (continued)**

- Watches for potential disturbances; investigates disturbances; separates fighting inmates; subdues violent inmates; uses approved tactics and weapons to suppress dangerous situations; applies appropriate restraints on inmates.
- Reports emergencies; administers C.P.R. and first aid; extinguishes small fires; uses self-contained breathing apparatus as needed in emergency situations; assists with emergency evacuations.
- Communicates problems with supervisors, other staff and maintenance crew; summons appropriate assistance as situations dictate.
- Writes reports dealing with inmate behavior and officer response; logs inmate activities and other related work activities and incidents; reads logs, reports, memos and court documents.
- Updates, maintains, and retrieves computerized inmate records and reports.
- Maintains confidentiality of sensitive information.
- Attends staff training meetings and training as required.
- Testifies under oath in legal matters.
- Remains alert and aware even during long periods of inactivity.
- Moves heavy objects.

### **Other Functions:**

- Performs other duties of a similar nature or level as required.

**WRITTEN EXAMINATION (Weight 40%):** May include the following: knowledge of grammar and spelling; ability to understand and follow written instructions; understand forms and reports, manuals and laws pertaining to corrections; accurately observe, recall and report behavior, work attitudes and other relevant subjects.

**ORAL EXAMINATION (Weight 60%):** Will be conducted for the purpose of appraising training, experience, interest and personal fitness for the position. **IF THE NUMBER OF APPLICANTS SUCCESSFUL ON THE WRITTEN EXAMINATION IS INSUFFICIENT TO WARRANT AN ORAL APPRAISAL, THE WRITTEN EXAMINATION SHALL BE WEIGHTED 100%.** Applicants must attain at least a 70% score on each phase of the examination process.

**APPLICATION SUPPLEMENT / NONDISCLOSURE  
SHERIFF'S DETENTIONS DEPUTY – LATERAL  
EXAM NO. 4918**

This form must be completed and attached to your application for employment or your application will be rejected. Information may be faxed to 661-868-3928 or submitted to the Kern County Personnel Department, 1115 Truxtun Avenue 1<sup>st</sup> Floor, Bakersfield, California 93301.

**NOTE: If you do not possess a Standards and Training for Corrections (STC) certified Corrections Officer CORE course certificate and PC 832 Arrest and Firearms course certificates, you will not qualify.** The Sheriff's Detentions Deputy Trainee is designed for individuals who wish to become a Sheriff's Detentions Deputy but do not currently possess the above certificates. Check the current job openings on the Kern County Personnel Website to see if applications are currently being accepted for Sheriff's Detentions Deputy Trainee or request to be notified via email when applications will be accepted.

- |                      |                     |   |
|----------------------|---------------------|---|
| <u>      </u><br>Yes | <u>      </u><br>No | 1. I possess a current Standards and Training for Corrections (STC) certified Corrections Officer CORE course certificate <b>and</b> PC 832 Arrest and Firearms course certificates, both issued in the past three (3) years.   |
| <u>      </u><br>Yes | <u>      </u><br>No | 2. I possess an STC certified CORE course certificate and have been continuously employed under either PC Section 831.5 or PC Section 830.1(c) in the State of California since completion of the training and PC 832 Arrest and Firearms course certificates issued in the past three years. |
| <u>      </u><br>Yes | <u>      </u><br>No | 3. I understand to qualify for this position that I must submit a copy of my CORE course <b>and</b> PC 832 Arrest and Firearms course certificates.   |

I certify that all information is factual, true and accurate. It is subject to verification. Misrepresentation may result in removal of my name from the eligible list, or nullification of certification or appointment.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

## EMPLOYMENT INFORMATION

1. **APPLICATIONS** may be obtained at the Kern County Personnel Department 1115 Truxtun Avenue, Bakersfield, California 93301. Applications must be properly completed in accordance with Instructions on the face of the application form and received in the office of the Kern County Personnel Department not later than the date and time noted on the front of the job announcement. All statements on the completed application are subject to verification and investigation.

Civil Service Rules permit employment certification of eligibles with special qualifications upon written request of the appointing authority and authorization of the Director of Personnel.

### 2. REASONABLE ACCOMMODATION FOR THE DISABLED

The County of Kern will make reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Personnel Department of the County of Kern in writing, no later than the final filing date as stated on the job announcement. If you have any questions regarding this policy, please contact the Equal Employment Opportunity Division at (661)868-3480.

### 3. CITIZENSHIP

Non-citizens must present for verification a valid Alien Registration Card.

4. **VETERANS' PREFERENCE** may be claimed by submitting suitable evidence of honorable discharge at time of filing application. To be eligible, a veteran must have served at least 90 consecutive days during one of the following periods: December 7, 1941 to December 31, 1946; June 27, 1950 to January 31, 1955; August 5, 1964 to May 7, 1975; or August 2, 1990 to present. National Guard or Reserve active duty for training of six months or less will not qualify for veterans' preference points.

Disabled veterans who meet these requirements and are presently receiving compensation for service connected disability of 10% or more may be entitled to additional preference credits. A letter from the Veterans Administration verifying current disability and dated within one year prior to the final filing date must be filed with the Personnel Department

All preference verification must be received by the application filing deadline.

### 5. POST-OFFER MEDICAL/PHYSICAL EXAMINATION

Once an offer of employment has been made, you may be required to pass a medical and/or physical exam, including drug and alcohol testing. The cost of the examination is paid by the County. Candidates are cautioned not to quit or give notice to present employers until the medical examination has been completed and passed.

### 6. CHANGE OF NAME, ADDRESS, OR TELEPHONE

It is the responsibility of all applicants and eligibles to promptly advise the Personnel Department of changes in name, address, or telephone number.

7. **AN EQUAL OPPORTUNITY EMPLOYER** Kern County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

8. **IN COMPLIANCE WITH THE IMMIGRATION REFORM ACT OF 1986**, individuals offered employment with the County will be required to submit verification of citizenship or legal right to work in the United States.

9. **EFFECTIVE 1/1/90**, any person who becomes a member of the Retirement System for the first time after January 1, 1990 shall not receive or accrue retirement rights or benefits which exceed limits imposed by Internal Revenue Code Section 415, as amended. For further information or details, contact the Personnel Department or the Kern County Employees' Retirement Association.

## ABOUT KERN COUNTY

Located at the southern end of the San Joaquin Valley, Kern County, California's "Golden Empire," spans more than 8,000 square miles. The area enjoys a wide range of climatic conditions and topography encompassing mountains, deserts, and valleys.

Bakersfield, the county seat is one of the fastest-growing cities in the United States. With a population of nearly 300,000 in the Greater Bakersfield area, the city couples most of the benefits of a major metropolitan community with the friendliness of a small town. Bakersfield is located 110 miles north of Los Angeles and 290 miles south of San Francisco. For those who relish a slower pace, Kern County offers the tranquility of the mountains, the rugged beauty of the desert, the awesome power of the Kern River, and the congeniality of the smaller communities.

A diversified economic base of petroleum production, agriculture, industry and government ensures continued growth and stability. Kern County residents enjoy the benefits of affordable housing and a thriving retail trade. The County is ranked among the top 100 metropolitan markets in terms of buying power.

Educational facilities in Kern County include California State University, Bakersfield, four community colleges, and numerous public, private, and parochial schools for elementary and secondary students. Extension programs through various colleges and universities are also available.

Recreational and cultural activities abound in Kern County. For those who enjoy the outdoors, camping, fishing, hunting, and hiking in the desert or mountain areas can be enjoyed throughout the year. Snow skiing, water skiing, boating, and white water rafting are just a few of the seasonal sports opportunities available. The sports enthusiast can also participate in swimming, golf, tennis, and racquetball at many public or private facilities. Concerts, sporting events and a wide variety of other activities are available at the Centennial Garden, a state-of-the-art arena located in Bakersfield.