



COUNTY OF SHASTA
INVITES APPLICATIONS FOR THE POSITION OF

SHERIFF'S CADET - EXTRA HELP (BURNEY)

CURRENT VACANCY IS WITHIN THE SHASTA COUNTY SHERIFF'S OFFICE

THIS POSITION IS LOCATED IN BURNEY

ORAL EXAM IS TENTATIVELY SCHEDULED FOR FEBRUARY 2024

**SEE "SPECIAL REQUIREMENT" SECTION REGARDING
POSSESSION OF A VALID DRIVER'S LICENSE**

RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED

FINAL FILING DATE: FEBRUARY 20, 2024 AT 5:00 PM

SALARY INFORMATION

\$16.84 - \$21.49 APPROXIMATE HOURLY

ABOUT SHASTA COUNTY

Shasta County offers all the amenities of the big city while retaining a comfortable small-town atmosphere. Its natural beauty, affordable housing, excellent educational system, abundance of recreational opportunities, and excellent quality of life, Shasta County is a great place to live, work, and raise a family.

ABOUT THE DEPARTMENT

The Sheriff's Office is organized into four major divisions: Custody, Services, Enforcement and Coroner.

The Custody Division includes the County Jail and the Annex Work Facility. The purpose of the jail is to incarcerate offenders while providing basic medical care for County, State, out-of-County, and federal prisoners who are ineligible to be assigned to alternative custody programs. The jail is a maximum-security facility that houses both pre-sentenced and sentenced persons.

The Services Division includes The Local Office of Emergency Services, Personnel and Hiring, the Background Unit, Internal Affairs, and the Records Unit.

The Enforcement Division handles all Patrol related matters. The Major Crimes Unit augments patrol and investigates property crimes, and crimes against people. The Enforcement Division is also responsible for municipal law enforcement services within the City of Shasta Lake. The Animal Regulation Unit is also under the Enforcement Division of the Sheriff's Office.

The Sheriff is also the County Coroner; therefore, **the Coroner's Division** is responsible for investigating sudden, violent, unusual, and unexpected deaths, when the decedent has not been recently seen by a physician. The Coroner's Division is commanded by a Lieutenant who serves as the agency's Chief Deputy Coroner.

ABOUT THE POSITION

Under direct supervision, support field, records, major crimes, and custody operations by performing a variety of law enforcement clerical and semi-paraprofessional work.

This position will work only in the Burney area.

Extra help positions are hourly employees that may work up to 900 hours in a fiscal year (July 1-June 30). Benefits are not included for those positions.

SPECIAL NOTE: An individual will be required to pass a background investigation relevant to working in a law enforcement office or facility prior to be hired.

DISTINGUISHING CHARACTERISTICS

This is a semi-paraprofessional training classification intended to provide experience to persons considering a career in law enforcement and continuing their education accordingly. This position is not intended to be used for permanent employment, and no full-time permanent appointments will be made in this class.

EXAMPLES OF DUTIES

These duties may include, but are not limited to; filing, maintaining logs and worksheets, answering phones, directing calls and providing information, serving subpoenas, transporting vehicles to and from various locations, and performing other duties as assigned.

QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Basic law enforcement procedures; motor vehicles; city and county streets and addresses; basic grammar and spelling; and computer skills and word processing.

Ability to: Interact and communicate effectively and courteously with the public, employees, and other agencies; answer telephones and provide information; read and write; and read maps, find addresses and people in order to serve subpoenas.

These employment standards are typically attained with any combination of training and experience which provides the required knowledge, skills, and abilities are qualifying. Typically, education should include a high school education or equivalent and credits or current enrollment in Administration of Justice high school or college level courses. Experience would include Law Enforcement Explorer participation, a Department of Justice ROP student, or similar.

Uniforms: Upon initial hire, the Sheriff's Office will issue the first uniform, which consists of shirts, pants, jacket, and a name tag. The cadet must provide required footwear, and belt. The cadet will be required to maintain the uniform in an acceptable manner. All specialized equipment will be provided by the Sheriff's Office.

SPECIAL REQUIREMENTS

- Possession of a valid California driver license, or the ability to acquire one within 10 days of appointment, and a driving record compliant with County policy.

SUPPLEMENTAL QUESTIONS

Responses to the following must be submitted with a completed application.

1. Are you currently enrolled in Administration of Justice (AOJ) courses? If yes, please state how many A.O.J. units you have completed? If no, please type "N/A".
2. Do you have any law enforcement experience (i.e., Explorers, A.O.J., R.O.P.)? If yes, please briefly describe your experience. If no, please type "N/A".
3. I understand that this position is in Burney only? Yes_____ No_____

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and sit. The employee is frequently required to walk; and is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is

regularly exposed to fumes or airborne particles and vibration. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives, and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- Shasta County participates in E-Verify. For more information visit https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf.
If you do not have internet access, contact Personnel at (530) 225-5515 to request a flyer.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on February 20, 2024. A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***It is not acceptable to complete the application with statements such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Applicants are encouraged to apply on-line at www.ShastaCountyCareers.com or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.



SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Shasta County Personnel

1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515

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