



EMPLOYMENT OPPORTUNITY

CORRECTIONAL DEPUTY

(FEMALES ARE ENCOURAGED TO APPLY)

NOTE: This classification is not covered by Social Security which may result in a possible reduction in future Social Security benefit entitlement.

SALARY AND BENEFITS

\$23.67 - \$31.23 per hour, plus benefits

FILING DEADLINE:

CONTINUOUS

DUTIES AND RESPONSIBILITIES

Under supervision of the Captain or Designee, is responsible to admit, release, guard and supervise inmates in the Adult Detention Facility. Persons appointed to this job classification are peace officers pursuant to 830.1(c) of the California Penal Code. The major duties of the job include:

- Provide direct and indirect supervision of inmates in the county jail and court holding facility.
- Maintain a safe and secure environment within the jails to ensure the safety of the inmates, the officers, and the public.
- Ensure Inmates are cared for in accordance with the Constitution, state laws and regulations, and department policy.
- Supervise inmate actions and ensure access to all of the following:
 - Courts and counsel
 - Mail
 - Clothing, bedding, and hygiene
 - Recreation
 - Visiting
 - Telephone
 - Commissary
 - Education
 - Grievances
 - Other inmate programs
- Receive, book, fingerprint, photograph and assign prisoners to cells.
- Maintain security watch of inmates at all times.
- Conduct regular and unscheduled safety checks of inmates in housing units, sobering cells, or the safety cell.
- Monitor activities of inmates by operating surveillance, control and communications console equipment.
- Prepares required records pertaining to commitment.

- Receives and records personal property taken into custody.
- Prepares records and reports and fills in forms for the release or transfer of inmates.
- Perform inspections of the facility when required.
- Appear in court when under subpoena.
- Provide communication support for emergency service units responding to the facility.
- Supervise inmate workers in performance of routine custodial work.
- Transports arrestees and inmates to and from various locations.
- Assists in suppressing and controlling problems that occur.
- Answers inquiries from the public and family members.
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

MINIMUM QUALIFICATIONS REQUIRED

Must meet the minimum standards to be a peace officer as defined in California Government code section 1031, including:

- Be a US Citizen or permanent resident alien who is eligible for an has applied for citizenship.
- Be at least 18 years of age.
- Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.
- Be of good moral character, as determined by a thorough background investigation.
- Be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university. The high school shall be either a United States public school, an accredited United States Department of Defense high school, or an accredited or approved public or nonpublic high school.
- Be found to be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer.
- Must be able to successfully complete the Adult Corrections Officer Core Training required by the Board of State and community corrections for custodial personnel pursuant to section 6035.
- Must be able to possess a handgun in accordance with State and Federal Laws.
- Must be able to meet agency firearm qualification standards

Education, Experience and Minimum Age

- Be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university. The high school shall be either a United States public school, an accredited United States Department of Defense high school, or an accredited or approved public or nonpublic high school.
- Must be at least 18 years of age at the time of appointment.

Licenses and Certifications

- Possession of, or ability to obtain, a valid California driver's license and satisfactory driving record throughout employment.
- Must successfully pass an extensive background check, physical exam, psychological exam and drug screen.
- Must meet all hiring, continuing employment, and promotional requirements as defined in the Prison Rape Elimination Act. 28 CFR part 115.
- Must maintain peace officer certification through California POST.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in an entry-level written examination once a sufficient amount of applications have been received.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel at our website at <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251-8320 ☎

Updated: March 18, 2024

👉 GENERAL INFORMATION 👈

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires a pre-employment physical, which includes drug screening.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice. EOE