



## EMPLOYMENT OPPORTUNITY

# CORRECTIONAL TECHNICIAN I/II

### SALARY AND BENEFITS

I- \$16.81-\$22.09 hourly, plus benefits package

II- \$18.40-\$24.22 hourly, plus benefits package

### FILING DEADLINE

**Continuous**

### DUTIES AND RESPONSIBILITIES

Under supervision of the Sheriff's Executive Assistant, the Jail Commander, and other supervisors, to assist Correctional Deputies by handling support responsibilities in the following areas: Operating the jail management system, intermittently operating control and intercom systems, intermittently assisting with facility counts or wellness checks of inmates in sobering or safety cells. The Correctional Technician is a classification within the Sheriff's Office that will perform support functions, limited in nature, that do not require the assignment of a Correctional Deputy. This class is distinguished from Correctional Deputy by the lack of direct responsibility for physical restraint of inmates. The major duties of this job include:

- Operate a California Law Enforcement Teletype System (CLETS) terminal. Access, interpret, utilize, and maintain the confidentiality of inquiries related to: driver's license, registration, wanted persons, sex and drug registrants, and criminal history information.
- Utilize an automated fingerprint (Livescan) machine to perform required checks on applicants, volunteers, community members, and arrestees (intermittently) and submit those prints to the department of justice.
- Interview newly admitted inmates and gather all pertinent personal and medical information required for booking.
- Prepare daily in custody reports for attorneys, social services, and the courts.
- Review inmate files and criminal history information to assist with inmate classification, housing, and other procedural decisions.
- Interpret criminal history information to assess arrestee's legal status for DNA collection.
- Monitor activities of inmates by operating surveillance, control and communications console equipment. Utilize control systems to facilitate inmate and officer movement throughout the facility.
- Assist Correctional Deputies with inmate headcounts.
- Prepare required records pertaining to commitment. Ensure the completeness and accuracy of all booking documents.
- Prepare records and reports and fills in forms for the release or transfer of inmates. Ensure the completeness of all required documents prior to processing an inmate release.
- Appear in court when under subpoena.
- Coordinate transportation of arrestees and inmates to and from various locations.
- Answer inquiries from the public and family members.
- Maintain detailed account records for all monies received and spent on behalf of inmates.
- Order, track inventory, and deliver inmate commissary.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

**Education:** Equivalent to the completion of the twelfth grade.

**Experience: Correctional Technician I:** One year of general office experience including typing and public contact.

**Correctional Technician II:** This is the advanced journey level class in the Correctional Technician Classification. This classification is expected to perform all of the same job duties as the level I Correctional Technician. Members in this classification must have successfully met all requirements for a Correctional Technician I, and have at least three years of experience as or equivalent to a Correctional Technician I with Lassen County.

**License:** Possession of, or ability to obtain, a valid California driver's license.

## **SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

The Lassen County application is available at our application center at the address listed below or you may visit 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 an official Lassen County application to:

Lassen County Personnel Services  
221 South Roop Street, Ste. 3  
Susanville, California 96130

☎ (530) 251 -8320 ☎

Fx: (530) 251-2663

**Updated: September 26, 2022**

## **☞ 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. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

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.