



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**CORRECTIONAL OFFICER**  
**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Sheriff  
**LOCATION:** Countywide  
**SALARY:** \$3964 \$4159 \$4363 \$4593 \$4817\*\*  
(The above monthly salary is paid over 26 pay periods annually.)

**BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Holidays – In lieu of receiving paid days off for holidays, members will be paid 3.125% of base salary twice per year, semi-annually on the first payroll in June and December.

**ESSENTIAL JOB FUNCTIONS:** Oversees the security and conduct of inmates; supervises trustees in performance of routine custodial work; processes prisoners for commitment, release, or transfer from detention facilities; prepares required records; issues clothing to inmates; maintains records of inmates and their personal property; recommends work assignments for inmates; visually and physically inspects inmates and their quarters, for contraband, weapons, or narcotics; checks on sanitary conditions and orderliness of quarters; promotes acceptable inmate attitude and behavior; confers with supervisors and custody-related service providers regarding behavioral and other inmate problems; participates in programs designed to prepare inmates for release; checks buildings and nearby grounds for irregular circumstances related to possible or attempted escape of prisoners; answers telephone inquiries and at the counter inquiries pertaining to jail policies and individual prisoners; receives and gives receipts for bail money; dispenses prescribed medications to prisoners; provides transportation for inmates; assists with public safety dispatching; prepares written reports; other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Education/Experience:** A high school graduate or equivalent with one year of public contact experience.

**Knowledge of:** Security and emergency procedures; rules, regulations, practices, and procedures in the day-to-day operation and control of the County jail; modern methods and techniques of discipline as they relate to persons under criminal confinement; inmate supervision techniques, including supervision of special inmates; criminal attitudes and behavioral patterns, and social factors underlying criminal behavior; inmate attitudes and behavior; minority group relations; inmate disciplinary grievance procedures; fire safety; defensive tactics; movement of prisoners; legal responsibilities and liabilities; report writing; collection, identification, and preservation of evidence; judicial procedures; courtroom demeanor and testifying; inmate correctional programs; laws pertaining to local detention and holding areas; care and operation of small firearms and other law enforcement equipment; first aid and CPR.

**Ability to:** Observe, remember, and record events accurately; learn, interpret and enforce jail rules, regulations, and other policies with firmness, tact, and impartiality; effectively control, direct, and instruct inmates,

individually and in groups; speak, read, and write English; understand and carry out oral and written directions; make quick effective and responsible decisions in emergencies and to take appropriate action including physically restraining violent inmates; promote acceptable attitudes and behavior of inmates while in confinement; prepare and present clear and comprehensive written and oral reports; meet and maintain standards of physical endurance and agility; use and care for firearms and other law enforcement equipment; learn and properly use standard broadcasting procedures of a police radio system; work cooperatively with those contacted in the course of work.

### **Core Competencies:**

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

**PHYSICAL STANDARDS:** Height and weight must be proportionate; hearing normal; vision 20/100 corrected to 20/30. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk; run and jump; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and or move more than 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must have ability to physically restrain violent inmates, walk the housing area, climb stairs, and operate electrical, electronic, and manual mechanisms.

**Special requirements:** Must pass written examination and physical agility examination, a psychological examination, a stringent physical examination, including drug screen, and personal background check. Must successfully complete a jail operations course certified by the California State Board of Corrections and approved Penal Code 832, first aid and CPR courses. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

**APPLICATION:** **This recruitment will remain open until position has been filled.** Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume 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 like “See/Refer to Resume” or “See Attached”.** Incomplete applications will not be processed.

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR UP TO ONE YEAR IN FILLING COUNTYWIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions,** and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.