



COUNTY OF LAKE

DEPUTY SHERIFF / I/II BAILIFF – EXTRA HELP

An Equal Opportunity Employer

SALARY: \$23.08 - \$30.46 Per Hour DOQ

TRAINING AND EXPERIENCE AND SPECIAL REQUIREMENTS:

DEPUTY SHERIFF I/II – Bailiff – Extra Help

Training and Experience:

DEPUTY SHERIFF I – Bailiff – Extra Help

Previous professional law enforcement work experience. Completion of advanced education in criminal justice is highly desirable.

DEPUTY SHERIFF II – Bailiff – Extra Help

Two (2) years of previous professional law enforcement work experience or completion of advanced education in criminal justice.

Special Requirements:

DEPUTY SHERIFF I – Bailiff – Extra Help

Ability to satisfy the minimum requirements of the California Commission on Peace Officers Standards and Training including:

Successful completion of, the regular basic law enforcement academy.

OR

Completion of the CA POST Basic Course Waiver Process prior to application.

AND

Possession of a valid CA POST Regular Basic Certificate.

Possession of, or ability to obtain, an appropriate valid California Driver's License.

A successful candidate will be required to submit to, and pass, a variety of rigorous background checks prior to appointment.

DEPUTY SHERIFF II – Bailiff – Extra Help

Possession of an Intermediate P.O.S.T. Certificate.

Possession of, or ability to obtain, an appropriate valid California Driver's License.

A successful candidate will be required to submit to, and pass, a variety of rigorous background checks prior to appointment

FULL JOB DESCRIPTION:

DEPUTY SHERIFF I

DEFINITION

Under supervision, to perform law enforcement and crime prevention work, including patrol, investigations, and special assignments; to serve as a Deputy Coroner; to investigate incidents and perform identification work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level classification in the Deputy Sheriff series. Incumbents perform law enforcement assignments, including patrol, investigations, and special assignments. Incumbents may be regularly assigned to a specific area of law enforcement. However, incumbents should be capable of performing work in other areas of law enforcement, as needed. When incumbents have gained the requisite experience and certification and demonstrated sustained professional work performance, they may be promoted to the Deputy Sheriff II level.

REPORTS TO

Deputy Sheriff Sergeant.

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Performs patrol of assigned areas and answers calls for protection of life and property; uses investigation and interrogation methods and techniques; while on patrol: stops drivers operating vehicles in violation of laws, warning drivers of unlawful practices and issues citations, making arrests as necessary; prepares reports of arrest made, investigations conducted and unusual incident observed; administers first aid in emergency situations; serves warrant/civil papers; gathers evidence and takes statements in connection with suspected criminal activities; substantiates findings of fact in court; acts as deputy coroner in death investigations; learns and performs accident investigations; assists and cooperates with other law enforcement agencies; may be assigned in a learning capacity to perform criminal identification work, including fingerprinting and fingerprint identification work; learns methods and takes pictures and/or makes sketches at crime scenes; may lift latent prints and prepare plaster casts; searches files for information; keeps firearms and equipment in good working order; prepares detailed reports of activities and incidents; testifies in court at preliminary hearings, trials as required; performs special law enforcement assignments as assigned, such as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics; Field Training Officer; Search and Rescue; SWAT; Canine; Welfare Fraud; and others. May act as a bailiff providing for courtroom security; may perform crime prevention assignments and give presentations to schools and community organizations.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, and bend over; sufficient manual dexterity and eye-hand coordination; lift and move objects weighing up to 100 lbs. with assistance; crawl through various areas on hands and knees; physical ability to sustain extra

physical effort for a substantial period of time and restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; ; use of firearms, intoxilyzer, batons, and various vehicles, depending on assignment; drive (patrol car, snowmobile, boat); operate search and rescue equipment.

TYPICAL WORKING CONDITIONS

Work is performed in office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; exposure to body fluids, infectious agents including bloodborne viruses; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, and investigations.

Familiarity with laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.

Rules of evidence and basic criminal law.

Techniques of criminal investigations.

The general geography and topography of Lake County.

Good public relations techniques.

Use and care of department authorized equipment and firearms.

First aid methods and techniques.

Ability to:

Perform a variety of professional law enforcement work.

Read, understand, and interpret laws and regulations regarding arrest, rules of evidence, and the apprehension, retention, and treatment of juveniles.

Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.

Gather and organize data and information.

Interview and secure information from witnesses and suspects.

Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.

Prepare clear, comprehensive reports.

Meet standards of adequate physical stature, endurance, and agility.

Demonstrate technical and tactical proficiency in the use and care of firearms.

Operate a motor vehicle under critical and unusual conditions.

Work with computerized law enforcement information systems.

Effectively, tactfully, and courteously represent the Sheriff-Coroner Department with the public and other law enforcement agencies.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Some previous professional law enforcement work experience. Completion of advanced education in criminal justice is highly desirable.

Special Requirements:

Ability to satisfy the minimum requirements of the California Commission on Peace Officers Standards and Training including:

Successful completion of, the regular basic law enforcement academy.

OR

Completion of the CA POST Basic Course Waiver Process prior to application.

AND

Possession of a valid CA POST Regular Basic Certificate.

Possession of, or ability to obtain, an appropriate valid California Driver's License.

A successful candidate will be required to submit to, and pass, a variety of rigorous background checks prior to appointment.

DEPUTY SHERIFF I

DEFINITION

Under general supervision, to perform complex law enforcement and crime prevention work, including patrol, investigations, and special assignments; to serve as a Deputy Coroner; to investigate incidents and perform identification work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Deputy Sheriff series. Incumbents perform complex law enforcement assignments, including patrol, investigations, and special assignments. Incumbents may be regularly assigned to a specific area of law enforcement. However, incumbents should be capable of performing work in other areas of law enforcement, as needed. Incumbents in this class may be assigned as "relief operations supervisor" and supervise patrol and law enforcement activities during an assigned shift.

REPORTS TO

Deputy Sheriff Sergeant.

CLASSIFICATIONS SUPERVISED

Provides lead direction for Deputy Sheriffs I or other Deputy Sheriffs II, as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Performs patrol of assigned areas and answers calls for protection of life and property; uses investigation and interrogation methods and techniques; while on patrol: stops drivers operating vehicles in violation of laws, warning drivers of unlawful practices and issues citations, making arrests as necessary; prepares reports of arrests made, investigations conducted and unusual incidents observed; administers first aid in emergency situations; serves warrant/civil papers; gathers evidence and takes statements in connection

with suspected criminal activities; substantiates findings of fact in court; serves as a Deputy Coroner in death investigations; performs accident investigations; assists and cooperates with other law enforcement agencies; may be assigned to perform criminal identification work, including fingerprinting and fingerprint identification work; learns methods and takes pictures and/or makes sketches at crime scenes; may lift latent prints and prepare plaster casts; searches files for information; keeps firearms and equipment in good working order; prepares detailed reports of activities and incidents; testifies in court at preliminary hearings, trials as required; performs special law enforcement assignments as assigned, such as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics; Field Training Officer; Search and Rescue; SWAT; Canine; Welfare Fraud; and others. May act as a bailiff providing for courtroom security; may initiate and/or conduct criminal investigations; may supervises patrol and law enforcement activities during an assigned shift when delegated "relief operations supervisor" responsibilities; may supervise and train staff, ensuring that department rules and policies are followed; when performing the duties of a "relief operations supervisor", monitors the activities of other law enforcement staff on patrol, and supervises the Sheriff-Coroner Department activities; may perform crime prevention assignments and give presentations to schools and community organizations; may conduct in-service training and prepare reports of shift activities.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, and bend over; sufficient manual dexterity and eye-hand coordination; lift and move objects weighing up to 100 lbs. with assistance; crawl through various areas on hands and knees; physical ability to sustain extra physical effort for a substantial period of time and restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; use of firearms, intoxilyzer, batons, and various vehicles depending on assignment; drive (patrol car, snowmobile, boat); operate search and rescue equipment.

TYPICAL WORKING CONDITIONS

Work is performed in office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; exposure to body fluids, infectious agents including bloodborne viruses; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, and investigations.

Familiarity with laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.

Rules of evidence and basic criminal law.

Techniques of criminal investigations.

The general geography and topography of Lake County.

Good public relations techniques.

Use and care of department authorized equipment and firearms.

First aid methods and techniques.

Ability to:

Perform a wide variety of professional law enforcement work.

Read, understand, and interpret laws and regulations regarding arrest, rules of evidence, and the apprehension, retention, and treatment of juveniles.

Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.

Gather and organize data and information.

Interview and secure information from witnesses and suspects.

Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.

Prepare clear, comprehensive reports.

Meet standards of adequate physical stature, endurance, and agility.

Demonstrate technical and tactical proficiency in the use and care of firearms.

Operate a motor vehicle under critical and unusual conditions.

Work with computerized law enforcement information systems.

Effectively, tactfully, and courteously represent the Sheriff-Coroner Department with the public and other law enforcement agencies.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

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Any combination of training and experience that likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of previous professional law enforcement work experience or completion of advanced education in criminal justice.

Special Requirements:

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Possession of, or ability to obtain, an appropriate valid California Driver's License.

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The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.