COUNTY OF MONO

JOB ANNOUNCEMENT

ACCEPTING APPLICATIONS	Sheriff	SALARY
Until 2/18/2013	**Deputy Sheriff** Bridgeport, CA	Range 54: $5,056-$6,146

The County of Mono is accepting applications to build our pool of potential applicants for the position of Deputy Sheriff; however, we are not hiring at this time.

Under supervision, to perform law enforcement, crime prevention and crime detection activities; to occasionally guard and supervise inmates in County jail facilities; to act as bailiff; may be assigned operations supervision. May be assigned to work as an undercover narcotics officer; may be assigned to train new deputy sheriffs; perform Coroner's investigations/duties and to do related work as required.

Distinguishing Characteristics:

This class is the journey level sworn class in the Sheriff's series. Incumbents rotate through various assignments and are expected to learn and perform the full range of duties required and complete applicable probationary period.

Examples of Essential Duties:

Depending upon assignment, duties may include, but are not limited to the following:

- Perform a variety of assignments including that of Bailiff, Civil Deputy, Crime-Scene Investigator, and Deputy Coroner.
- As a Civil Deputy, will be required to receive records and serve a variety of civil processes and to maintain the required records of processes filed and monies collected.
- As a Bailiff will discharge the Sheriff's duty to attend all sessions of the Superior Court, serving the Superior and Municipal Court Judges.
- As a Crime Scene Investigator, upon assignment, assist in the initial investigation of reported crimes through detailed examination of a crime scene for evidence, photographing and collecting the same.
- Prepare report of arrests made, investigations conducted, and unusual incidents observed.
- While on patrol, stop drivers operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.
- Serve warrants, subpoenas and civil documents.
- Analyze situations accurately and adopt effective courses of action. Make independent decisions while working in the field.
- Understand and carry out oral and written directions and regulations and department policies.

Some desirable qualifications include:

Knowledge of:

- Basic rules and regulations of the Sheriff's Department and jail operation procedures.
- Major provision of criminal and traffic law with particular reference to apprehension, arrest, search and seizure, and the rules of evidence.
- Basic laws applicable to the apprehension and treatment of juveniles.
- Care and operation of small firearms and other law enforcement equipment. First aid techniques.

Ability and willingness to (partial list):

- Observe accurately and remember names, faces, number, incidents, and places.
- May control, direct, and instruct, inmates individually and in large groups.
- Understand and carry out oral and written directions and regulations and departmental policies. Write clear and comprehensive reports.
- Learn, understand, and interpret laws and regulations. Think and act quickly in emergencies; judge situations and people accurately.
- Meet standards of physical stature, endurance, and agility established by the County of Mono.

Training and Experience: Any combination equivalent to experience and education that could likely provide required knowledge and abilities would be qualifying. Completion of the 12th grade (or equivalent). Possession of an appropriate valid Driver's License. Graduation from a California Law Enforcement Academy, or other specialized training as approved by the Commission of Peace Officers Standards and Training (POST).

Special Requirements: Minimum age at date of hire: 21 and no felony convictions.

Application Process: For a complete job description and application contact the County Administrative Office at (760) 932-5412 or email: hr@mono.ca.gov. Mail original application to PO Box 616, Bridgeport, CA 93517.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES
P.O. Box 696 ~ Bridgeport, California 93517
(760) 932-5412 ~ (760) 932-5411 (FAX) ~ www.monocounty.ca.gov
EOE