



County of Tehama Sheriff's Service Officer III

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| SALARY | \$20.91 - \$25.41 Hourly \$1,672.80 - \$2,032.80 Biweekly \$43,492.80 - \$52,852.80 Annually | LOCATION | Tehama County, CA |
| JOB TYPE | Full Time | JOB NUMBER | 2023-P0161 |
| DEPARTMENT | Sheriff's Department | DIVISION | Administration |
| OPENING DATE | 09/22/2023 | CLOSING DATE | 10/20/2023 5:00 PM Pacific |

Description

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[Click here to learn more about the Tehama County Sheriff's Office](#)

Nature of Work:

This position primarily acts as the grants specialist. Job functions include, but are not limited to: Coordination, research, development, implementation & maintenance of departmental grant contracts and awards. This position will provide required reports to grant agencies as well as County Management. The Sheriff's Service Officer III may be assigned to the Evidence, Records, or Accounting Divisions of the Sheriff's Office. Incumbents perform more difficult record duties and provide assistance, training and lead supervision to lower-level staff members. Incumbents must have broad knowledge of applicable Federal, State and County laws, as well as, current department operations, policies, procedures, rules and precedents.

Ideal Candidate:

The ideal candidate will be a knowledgeable worker who can communicate effectively, is customer focused, values and respects the work of others and drives to excel, believes in teamwork and collaboration, continuous learning, demonstrates ethical behavior and is supportive of change. The ideal candidate will also have experience and/or knowledge of grant writing and management, as well as, a high level of proficiency with Microsoft Excel.

Examples of Duties

- Guides, leads and schedules staff; Reviews daily scheduled activities to be handled by the Sheriff Administrative Services/Records section and assigns staff appropriately in order to complete all tasks required for the day; provides specific technical training to staff as necessary; may provide supervisor with feedback on staff performance evaluations
- Assists staff in identifying and resolving difficult and complex client and office issues

- Performs various law enforcement duties not requiring POST certification, which may include fingerprinting; logging, storing, securing and transporting evidence and confiscated property; preparing various identification cards and paperwork; processing new inmates; coordinating Court appearances; monitoring security of jail and operating security control panels; assisting Court bailiffs during jury trial proceedings, etc.
- Prepares, processes, maintains, files and/or transmits various records, reports, permits and official documents required for Sheriff's Department operations; checks documents for completeness and conformity to department policies and procedures

Ability to:

- Perform difficult and responsible clerical work with speed and accuracy
- Work effectively under pressure with frequent interruptions
- Exercise good judgment in making decisions according to existing policies and laws
- Work independently and as a team member

To view a full job description, please [click here](#).

Education, Experience & Licenses

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of twelfth (12th) grade
- Two (2) years of college or university level coursework in Criminal Justice, is desired
- Experience as a record's clerk with a California Law Enforcement Agency, is desired
- *Other combinations of education and experience may be considered.*

License and Special Requirements:

- Requires a valid California driver's license
- Must complete a California State Peace Officers Standards in Training (POST) approved Records Management Course within one (1) year from date of hire
- Must be able to pass an extensive background investigation prior to employment

Recruitment Information

The department is currently recruiting for multiple vacancies.

In addition, Tehama County is establishing an eligibility list to fill future full-time vacancies for a Sheriff's Service Officer III, as well as subsequent vacancies which occur during the life of the eligibility list.

Please upload ALL required documents when applying such as, copies of all required degrees and/or certifications as outlined in the job description. Incomplete applications will not be considered.

The following MUST be submitted to be considered for this position:

- **Cover letter**
- **Resume**
- **Current (within one year) Typing Certificate (not required for current TCSO employees)**

For questions about this recruitment please contact:

Karie Songer-Simons
530-529-7950 | ksimons@tehamaso.org

All offers of employment are contingent upon successful completion of background, fingerprinting, drug test (including marijuana) and physical examination provided by the county.

EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE

Agency

County of Tehama

Department

Sheriff's Department

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PO Box 729
Red Bluff, California, 96080

Phone

530-529-7950