



County of Tehama Sheriff's Service Officer III

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	2024 - P0161
DEPARTMENT	Sheriff's Department	DIVISION	Administration
OPENING DATE	02/21/2024	CLOSING DATE	3/22/2024 5:00 PM Pacific

Description

Let your opportunities grow with Tehama County!



All new employees should anticipate being hired at the beginning step of the salary range.

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.

Nature of Work:

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.

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

[Click here to learn more about Tehama County.](#)

Examples of Duties

- Performs general administrative/clerical duties, which may include but are not limited to preparing reports and correspondence, processing mail, greeting office visitors and answering the telephone, copying and filing

documents, entering data into the computer, scheduling appointments, processing payroll and accounts payable/receivable, processing purchase orders, managing personnel paperwork and other functions, etc.

- 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.

For those who are assigned duties in Evidence:

- Stores and safeguards property and evidence, including seized, recovered, and found property.
- Enters and updates data into a computer system.
- Releases items to authorized parties and documents return of evidence to custody.
- Conducts regular inventory of evidence room and property.

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 one (1) vacancy.

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 and physical examination provided by the county.

Agency

County of Tehama

Department

Sheriff's Department

Address

22840 Antelope Blvd
PO Box 729
Red Bluff, California, 96080

Phone

530-529-7950