Butte County JOBS



THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

October 2008

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Sunrise and Sunset, Butte County Photos by Rob McConnell





IN THE SPOTLIGHT

October 2008

BUTTE COUNTY UPCOMING EVENTS

Provided below is a list of upcoming events in Butte County listed by City or Town. For additional information on any of the listed events or other upcoming events, please visit: www.101thingstodo.net

Oroville

- November 1st- Lake Oroville Vista Endurance Ride (30 or 50 mile) Equestrian Ride @ Lake Oroville
- o November 11th- Veteran's Day Parade, Downtown Oroville
- o December 6th- Frontier Christmas @ Lake Oroville Visitor Center, 12pm-5pm
- December 6th and 7th- Holiday Concert @ State Theater, 7:30pm Sat, 1:30pm Sun.
- o December 13th Craft Fair and Light Parade

Chico

- o October 4th- National Yo-Yo Contest, 9am -5pm
- o October 4th and 5th- Home & Garden Show @ Silver Dollar Fairgrounds
- October 11th- Forest Ranch Fall Festival and Holiday bazaar @ Downtown Forest Ranch, 10:00am-4:00pm
- October 17th-November 22nd- "Ansel Adams and His Legacy" @ Avenue 9 Gallery
- o November 2nd- Harvest Festival-1800's Activities @ Bidwell Mansion, 11:00am-3:00pm
- December 5th-7th- Annual Christmas Fair @ Silver Dollar Fairgrounds

Paradise

- o October 4th and 5th- Johnny Appleseed Days @ Terry Ashe Rec. Center and Veterans Hall
- October 25th- Oktoberfest @ Paradise Memorial Hall, 4:00pm-9:00pm
- o October 26th- Paradise Symphony @ Performing Arts Center, 7:30pm
- o December 4th- Christmas Tree Lighting and Santa's Arrival @ Community Park, 6:00pm-8:30pm
- o December 19th-21st- "Nutcracker" @ Paradise Performing Arts Center

Gridley

- o October 23rd- Quota Wine Tasting and Silent Auction
- October 25th- Halloween Carnival (ages 12 &under) @ The Guardian Building
- o December 3rd- Tree Lighting Ceremony @ Biggs/Gridley Memorial Hospital
- o December 4th- Christmas Light Parade & Holiday Preview @ Downtown Gridley, 6:00pm

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

DIRECTOR - HUMAN RESOURCES

• Laura Brunson, (530) 538-7652

ASSISTANT DIRECTOR - HUMAN RESOURCES

• Vacant, (530) 538-xxxx

LABOR RELATIONS OFFICER

• Curtis Lyon, (530) 538-6948

HUMAN RESOURCES ANALYST, PRINCIPAL

• Mark Chambers, (530) 538-2174 Accommodations (ADA/FEHA), Non-Discrimination Issues, Departmental Website

HUMAN RESOURCES ANALYST, SENIOR

• Sheri Waters, (530) 538-6950 Leave Issues (FMLA, CFRA, PDL), Pre-Employment Medical

Evaluations, Recruitment & Selection

• Aaron Quin, (530) 538-2157 Recruitment & Selection, Salary Resolutions, Departmental Website

HUMAN RESOURCES ANALYST

• **Connie Meahan**, (530) 538-6945 Bilingual Certification, Recruitment & Selection

• Paula Chenoweth, (530) 538-6947 Recruitment & Selection

HUMAN RESOURCES SPECIALIST, SENIOR

• **Kimberly Lewis**, (530) 538-6946 Background Investigations, Recruitment Support

HUMAN RESOURCES SPECIALIST

- Rebecca Worley, (530) 538-7781 Employee Benefits, New Employee Orientation, COBRA
- Vacant, (530) 538-7239
 Employee Personnel Documents, Personnel Files

ADMINISTRATIVE ASSISTANT, SENIOR

• **Jennifer Kay**, (530) 538-7652 Director's Calendar, Training Coordination/Registration, Accounts Payable, Departmental Purchasing

ADMINISTRATIVE ASSISTANT

• **Kittie Wickman**, (530) 538-3880 FMLA Tracking & Reporting, Pre-employment Physical Scheduling

OFFICE SPECIALIST, SENIOR

• Araceli Mazariego, (530) 538-7651 Front Desk Reception

SUPERVISOR, PAYROLL

• **John Wood**, (530) 538-4329

ADMINISTRATIVE ANALYST, ASSOCIATE

• Rhonda Brantley, (530) 538-6451 W2s, Journal Corrections

PAYROLL SPECIALIST

- Sheri Atkison, (530) 538-7756 W4s, Time Card Corrections, Direct Deposit, PERS, Life Insurance, Garnishments, Union Dues, Special Pays
- Raeshell Forrester, (530) 538-2837 Action Form Processing
- **Spiros Banos**, (530) 538-6104 Deferred Compensation, Back Wages Issues
- Karen Gold, (530) 538-7570 W4s, Time Card Corrections, Direct Deposit, Paid Family Leave, 4850 Payments, SDI, Work Comp Calcs, Catastrophic Leave
- Carla May, (530) 538-7741 FMLA, Health Insurance Billing, Non-Comp Issues, Retiree Health, Creative Benefits Plan

HOW TO CONTACT US

DEPARTMENT OF HUMAN RESOURCES

County Administration Building 25 County Center Drive, Oroville, CA 95965 (530) 538-7651, **TTY/TDD**: (530) 538-6833

Email: personnel@buttecounty.net Job Hotline (recorded job listing): (530) 538-7653 Application Fax Line: (530) 538-7790

www.buttecounty.net/personnel

Reminder

Job minimum qualifications may require an educational degree, certification, registration, or licensing. With the updated Butte County job application (3/2008), you must include transcripts and/or copies of the certification/registration/licensing (see Education and Training section on job application) if required by the minimum qualifications. Not submitting this documentation by the recruitment deadline will result in disqualification from that recruitment. If you're using a degree as a qualifier to reduce required experience, transcripts must also be provided.

If you have any questions, please contact Butte County Human Resources on 530-538-7651.

ADMINISTRATIVE ASSISTANT

Summary: Under general supervision, performs a variety of secretarial, technical, organizational, and administrative activities to support the functions of a department.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate.
- Three (3) years of increasingly responsible administrative, clerical or secretarial duties; one (1) year of Butte County experience preferred.
- Associate's degree or a Certificate of Achievement in Computer Applications, Business Management, Office Assistant or Legal Office Assistant from an accredited college or university may be substituted for one (1) year of experience.
- Valid State of California driver's license may be required.

Special Requirements

 A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must be attached to the application at the time of submission. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$1,094.33 - \$1,466.52
Monthly Equivalent	\$2,371 - \$3,177
Recruitment Number	081054102
Filing Period	10/01/08 – 10/24/08
Written Examination	11/05/08

ADMINISTRATIVE ASSISTANT, SENIOR

Summary: Under general supervision, performs varied, complex and often confidential secretarial and office administrative assistance to a department head or major division head; instructs, directs, and reviews the work of an office support staff; performs related work as assigned.

- High school diploma or equivalent GED certificate.
- Five (5) years of increasingly responsible administrative, clerical or secretarial duties; one (1) year of Butte County experience preferred. Associate's degree or a Certificate of Achievement in Computer Applications, Business Management, Office Assistant or Legal Office Assistant from an accredited college or university may be substituted for one (1) year of experience.
- Valid State of California driver's license may be required.
- Employees hired into this classification may be required to file statements of economic interest with the Butte County Clerk/Recorder.

Special Requirements

 A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must be attached to the application at the time of submission. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

Bi-Weekly Salary	\$1,207.94 - \$1,618.75
Monthly Equivalent	\$2,617 - \$3,507
Recruitment Number	081058109
Filing Period	10/01/08 - 10/24/08
Written Examination	11/10/08



Butte County Marsh and Buttes
Photo by Lynne Pillus

ADMINISTRATIVE ANALYST, ASSOCIATE

Summary: Under general supervision, performs administrative work and a variety of support functions to assist Department management in processing budgets, grants, administrative, and management issues.

► All Applicants

- High school diploma or equivalent GED certificate.
- Four (4) years experience in fiscal, administrative, human resources or management analysis. Associate's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field may substitute for three (3) years of experience.
- Valid State of California driver's license may be required.

▶ Exception

Current Butte County Employees working as an Administrative Assistant or Administrative Assistant, Senior as of February 8, 2005 may be considered as qualifying with the following (Board of Supervisor Approval):

- Two (2) years experience in Butte County performing the duties of an Administrative Assistant or Administrative Assistant, Senior.
- Valid State of California driver's license may be required.
- This provision will expire 12/31/10.

Bi-Weekly Salary	\$1,546.26 - \$2,072.14
Monthly Equivalent	\$3,350 - \$4,490
Recruitment Number	081028108
Filing Period	10/01/08 - 10/24/08
Written Examination	11/07/08

Silver Falls, Butte County Photo by Lynne Pillus

AUDITOR - APPRAISER

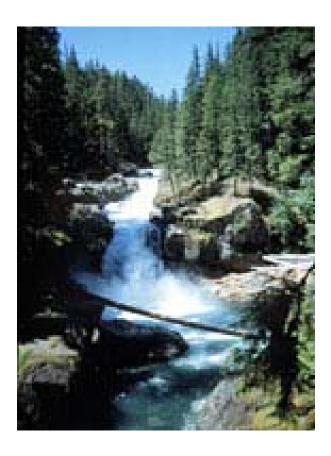
Summary: Under general supervision, performs routine and complex appraisal audits and administrative procedures; validates property values, and assesses business personal property and fixtures; examines and audits accounting records, financial statements and other records.

Education, Experience, Certifications and Licenses:

- Four-year degree with specialization in Accounting OR be a licensed accountant in the state. A degree in Accounting consists of 18 semester units (or quarters equivalent units) in accounting and/or auditing courses.
- Must qualify to obtain a temporary Appraiser Certificate, and within one (1) year of employment, obtain a permanent Appraiser Certificate issued by the State Board of Equalization.
- · Valid State of California driver's license is required.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$1,435.86 - \$1,924.20
Monthly Equivalent	\$3,111 - \$4,169
Recruitment Number	081224106
Filing Period	10/01/08-10/24/08



DEPUTY DISTRICT ATTORNEY I

Summary: Under close supervision, investigates, prepares and prosecutes misdemeanor cases for Butte County; represents the District Attorney in all aspects of criminal misdemeanor prosecution in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required.
- Must be licensed by the Bar to practice law in the State of California and remain active with all California Bar annual requirements.
- Successfully pass a background investigation, fingerprinting, criminal, and other relevant records checks.

Special Requirements: A supplemental questionnaire must be completed and attached to the application at time of submission. The supplemental questionnaire may be obtained by contacting the Department of Human Resources, 25 County Center Drive, Oroville, CA 95965, or by visiting the County's web site at www.buttecounty.net/personnel.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$1,838.03 - \$2,463.14
Monthly Equivalent	\$3,982 - \$5,337
Recruitment Number	087007085
Filing Period Extended	08/11/08 - 10/31/08

DEPUTY DISTRICT ATTORNEY II

Summary: Under general supervision, investigates, prepares and prosecutes misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues and all aspects of criminal misdemeanor prosecution in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required.
- One (1) year of experience in a trial practice.
- Must be licensed by the Bar to practice law in the State of California and remain active with all California Bar annual requirements.
- Successfully pass a background investigation, fingerprinting, criminal, and other relevant records checks.

Special Requirements: A supplemental questionnaire must be completed and attached to the application at time of submission. The supplemental questionnaire may be obtained by contacting the Department of Human Resources, 25 County Center Drive, Oroville, CA 95965, or by visiting the County's web site at www.buttecounty.net/personnel.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$2,131.56 - \$2,856.49
Monthly Equivalent	\$4,618 - \$6,189
Recruitment Number	087006086
Filing Period Extended	08/11/08 - 10/31/08

DEPUTY DISTRICT ATTORNEY III

Summary: Under limited supervision, investigates, prepares and prosecutes felony and misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues and all aspects of general felony prosecution in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required.
- Two (2) years relevant experience in a criminal trial practice.
- Must be licensed by the Bar to practice law in the State of California and remain active with all California Bar annual requirements.
- Successfully pass a background investigation, fingerprinting, criminal, and other relevant records checks.

Special Requirements: A supplemental questionnaire must be completed and attached to the application at time of submission. The supplemental questionnaire may be obtained by contacting the Department of Human Resources, 25 County Center Drive, Oroville, CA 95965, or by visiting the County's web site at www.buttecounty.net/personnel.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$2,471.95 - \$3,312.65
Monthly Equivalent	\$5,356 - \$7,177
Recruitment Number	087005087
Filing Period Extended	08/11/08 – 10/31/08

DEPUTY DISTRICT ATTORNEY IV

Summary: Under limited supervision, investigates, prepares and prosecutes felony and misdemeanor cases for Butte County; represents the District Attorney in management of legal issues and all aspects of felony and civil prosecution in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required.
- Three (3) years relevant experience in a criminal trial practice.
- Must be licensed by the Bar to practice law in the State of California and remain active with all California Bar annual requirements.
- Successfully pass a background investigation, fingerprinting, criminal, and other relevant records checks.

Special Requirements: A supplemental questionnaire must be completed and attached to the application at time of submission. The supplemental questionnaire may be obtained by contacting the Department of Human Resources, 25 County Center Drive, Oroville, CA 95965, or by visiting the County's web site at www.buttecounty.net/personnel.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$2,938.38 - \$3,937.71
Monthly Equivalent	\$6,366 - \$8,532
Recruitment Number	087004088
Filing Period Extended	08/11/08 - 10/31/08

INVESTIGATIVE ASSISTANT

Summary: Under general supervision, performs a variety of administrative duties related to the investigation and prosecution of criminal offenders.

Education, Experience, Certifications and Licenses:

- Completion of 30 college units; public service and computer experience preferred.
- Valid State of California driver's license is required
- Successfully pass a background investigation, fingerprinting, criminal, and other relevant records checks.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$1,207.94 - \$1,618.75
Monthly Equivalent	\$2,617 - \$3,507
Recruitment Number	087018103
Filing Period	10/06/08 - 10/10/08
Written Examination	10/27/08

LIBRARY ASSISTANT, SENIOR

(one full-time, one part-time--specify on application)

Summary: Under general supervision, provides a variety of library services to patrons; assists public with acquiring the knowledge and skills to utilize library resources; promotes library and its services to accommodate and fulfill the needs of the community. This position's focus is in children's services.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate; some college preferred.
- Four (4) years experience working in libraries, teaching or working in bookstores.
- Valid State of California driver's license may be required.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$1,041.60 - \$1,395.85
Monthly Equivalent	\$2,257 - \$3,024
Recruitment Number	082814107
Filing Period	10/01/08-10/24/08

REVENUE & REIMBURSEMENT OFFICER

Summary: Under general supervision, performs administrative duties related to the identification of debts owed, assessment of debtor ability to pay, active pursuit of debt collection measures, and tracking of collection results.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate.
- One (1) year of experience in the collection of delinquent accounts, which must have included interviewing clients, establishing payment plans, and persuasive teleconsulting skills.
- Valid State of California driver's license may be required.
- A clear criminal record is required.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$1,149.73 - \$1,540.74
Monthly Equivalent	\$2,491 - \$3,338
Recruitment Number	081269104
Filing Period	10/01/08 - 10/31/08
Written Examination	11/18/08

REVENUE & REIMBURSEMENT OFFICER, SENIOR

Summary: Under limited supervision, performs administrative duties related to the identification of debts owed, assessment of debtor ability to pay, active pursuit of debt collection measures, proactive teleconsulting, revenue generation, and tracking of collection results.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate.
- Three (3) years experience in the collection of delinquent accounts, which must have included interviewing clients, establishing payment plans, and persuasive teleconsulting skills.
- Valid State of California driver's license may be required.
- A clear criminal record is required.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$1,300.82 - \$1,743.22
Monthly Equivalent	\$2,818 - \$3,777
Recruitment Number	081268105
Filing Period	10/01/08 – 10/31/08
Written Examination	11/18/08

PUBLIC SAFETY DISPATCHER - LATERAL APPLICANTS ONLY

Summary: Under general supervision, responds to emergency and non-emergency calls for service, identifies and dispatches appropriate law enforcement units, gathers and relays critical information to law enforcement officers, documents calls and responses; and complies with Sheriff's Office policies and procedures to assure the safety of officers and the public.

Education, Experience, Certifications and Licenses

- High school diploma or equivalent GED certificate and ability to type 40 net words per minute.
- Requires completion of the California POST and CLETS certification within the probationary period.
- Must pass a thorough background investigation.

Special Requirements

 A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must be attached to the application at the time of submission.
 Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

Note: Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.

Additional qualifications

 Must be currently working as a public safety dispatcher in a California Law Enforcement agency and possess a California POST Public Safety Dispatcher Certificate.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$1,366.67 - \$1,831.48
Monthly Equivalent	\$2,961 - \$3,968
Recruitment Number	083825013
Filing Period	Continuous

CORRECTIONAL OFFICER Lateral Applicants Only

Note: Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.

Summary: Under general supervision of shift Sergeant, maintains safety and security of the staff, inmates, visitors, and facility. Processes and supervises inmates, providing a stable, coherent, and predictable facility where inmates, staff, and visitors are relatively safe and conditions are humane.

Education, Experience, Certifications and Licenses

- High school diploma or equivalent GED certificate.
- Must obtain certification in CPR and First Aid within one (1) year.
- · Valid State of California driver's license is required.

Additional qualifications for lateral transfers

 Must currently be employed as a correctional officer in a correctional facility where a California State Board of Corrections approved test was administered prior to employment and have one (1) year of experience as a Correctional Officer.

Special Requirements

 Applicants must be citizens of the United States or permanent resident aliens who are eligible for and have applied for citizenship. Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Must have successfully completed, or successfully complete during the probationary period, a jail operations course certified by the California State Board of Corrections; must be willing to work in uniform during weekdays, weekends, and holidays on any assigned shift.

Bi-Weekly Salary	\$1,450.22 - \$1,943.44
Monthly Equivalent	\$3,142 - \$4,211
Recruitment #	086825083
Filing Period	Continuous



Butte County Resident Photo by Lynne Pillus

DEPUTY SHERIFF LATERAL APPLICANTS ONLY

Summary: Under general supervision and exercising controlled discretion, provides safety and security to citizens within the community through the patrolling of assigned areas, enforcement of laws and ordinances, detaining and interviewing violators, apprehension of suspects, and response to assistance calls.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate.
- Valid State of California driver's license is required.
- All applicants must be eighteen (18) years of age or older with the following exceptions: person seventeen (17) years of age, but less than eighteen (18), may apply but may not be appointed until they reach eighteen (18) years of age; proof of minimum age requirements may be required.

Special Requirements:

- Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Any offer of employment in this classification is contingent upon taking and passing a medical examination. The examination assesses a candidate's ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities. In accordance with Government Code Section 1031, candidate's physical, emotional, and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position. Any indication of active organic disease is disqualifying. Must be able to pass a plate test of color vision.
- No conviction by any State, Federal, or foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison. All applicants must be United States citizens. Written proof of the foregoing will be required.
- Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of
 the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.
- Must currently be working as a peace officer in a California law enforcement agency and possess a California Peace Officer Standards and Training (POST) Basic Certificate.

Benefits

- The retirement formula for all incumbents in the Deputy Sheriff classification is 3% at 50 through the California Public Employees' Retirement System (Cal-PERS) with the employee's share of the Cal-PERS contribution paid by the County. In addition, the County participates in Social Security.
- A substantially paid health insurance program that includes medical, vision, and dental insurance for the employee and his or her
 dependents.
- A competitive vacation, holiday, and sick-leave package.
- · County-paid term life insurance.
- A County-paid employee assistance program for the employee and dependents.

Bi-Weekly Salary	\$1,538.86 - \$2,165.34
Monthly Equivalent	\$3,334 - \$4,692
Recruitment Number	086816075
Filing Period	Continuous



Officer Brewton and Zeus Butte County K-9 Unit

IMPORTANT NOTICES

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte County Department of Human Resources.

To meet immigration reform and control act requirements, prior to employment, all applicants must provide proof of identity and authorization to work. All Butte County classifications may require the possession of, or the ability to obtain by appointment date, a valid operator's license issued by the State Department of Motor Vehicles.

CONDITIONS OF EMPLOYMENT

Any final offer of employment, in any of the abovementioned positions, will be contingent upon the applicant taking and passing a background investigation. Some positions may require a medical examination.

The medical examination assesses a candidate's ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities.

POSITIONS ASSIGNED TO THE SHERIFF'S DEPARTMENT

Any applicant who receives a conditional offer of employment from the Sheriff's Department must have successfully completed a departmentally approved background examination or investigation. This may include, but is not limited to a polygraph examination, financial history review, contact with relatives and references, and an employment history review.

AFFIRMATIVE ACTION POLICY:

The Civil Rights Act of 1964 as amended and the Butte County Affirmative Action Policy as adopted by the Board of Supervisors insures that no person shall be discriminated against in the application, selection process because of race, sex, color, religious creed, national origin, ancestry, disability, medical condition, age (40 to 70 years), or marital status. Persons who believe they have been discriminated against by the County in the application, examination, or selection process should contact the County Civil Rights Compliance Officer, (530) 538-7651, or file a complaint with the Department of Fair Employment and Housing.

Butte County is an Equal Opportunity Employer
Butte County's Equal Employment Opportunity Plan may
be reviewed at the Department of Human Resources
located at 25 County Center Drive, Oroville, CA.
Applicants with special needs may make arrangements by
contacting the Human Resources Department at (530)
538-7651/TDD (530) 538-6833. We appreciate your
support in furthering our commitment to equal opportunity
employment.

THE APPLICATION/SELECTION PROCESS

Applications will be accepted only during the open filing period. Applications can be obtained from the Department of Human Resources from 8 a.m. to 5 p.m., Monday through Friday. The Department of Human Resources must receive completed applications no later than 5 p.m. on the final filing date. Postmarks will not be accepted. Resumes will not be accepted in lieu of a properly completed Butte County *Job Application*. Applicants requesting special testing accommodation should notify the Department of Human Resources five (5) days before the scheduled testing date.

Applicants are screened on the basis of overall education and experience qualifications. Applicants meeting the overall qualifications may be scheduled for an examination, which is given to establish an eligibility list from which appointments to vacancies may be made. The recruitment process may include application review, written, oral, and/or performance examinations, and in some cases a physical agility test may be required.

Applicants will be notified by mail as to whether or not they have met eligibility requirements to further participate in the recruitment process. An original application must be submitted for each individual position applied. Be sure to state the position title on each separate application submitted. Failure to provide any of the required information will result in the rejection of your application.

The Butte County Job Application with a revision date of 03/2008 or later will be accepted. All prior revisions of the Application will be returned without review.

BENEFITS

Employee benefits include a substantially paid medical, dental, and vision insurance plan for employees and dependents; County-paid term life insurance; a County-paid Employee Assistance Program for employees and dependents; and a competitive paid holiday, vacation, and sick leave program. In addition to participating in Social Security, the County pays the employee's share of the contribution to the Public Employees' Retirement System (PERS). Employees may also elect to participate in a cafeteria plan, deferred compensation programs, and supplemental life insurance.

CONTINUOUS RECRUITMENTS

Any candidate already on a current eligibility list, who submits another application within one (1) year for the same continuous recruitment, will be removed from that original list. They will be re-evaluated for minimum qualifications and be ranked based on the most recent application submitted. If a written test is required, the ranking will be based on the score of the most recent test.

DEPARTMENT OF HUMAN RESOURCES COUNTY OF BUTTE 25 COUNTY CENTER DRIVE OROVILLE, CA 95965 RETURN SERVICE REQUESTED