Butte County JOB OPPORTUNITIES

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

April 2012

Feather River, from Cherokee Rd -Photo Courtesy of Rob Barth

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Butte County is accepting applications for **Director-Libraries and Supervisor, Therapist**.

For additional information on these career opportunities including salary, filing date and requirements for these positions, please turn to pages 3 & 4 and visit our website at www.buttecounty.net/personnel.

Apply Online At www.butte county.net/ personnel

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

DIRECTOR – HUMAN RESOURCES

- **Brian Ring**, (530) 538-7652

ASSISTANT DIRECTOR - HUMAN RESOURCES

- **Charlie Wilson**, (530) 538-6948

SUPERVISOR, PAYROLL

- **Yvette McMillan,** (530) 538-2837

PRINCIPCAL HUMAN RESOURCES ANALYST

- **Mark Chambers**, (530) 538-2174
  Accommodations (ADA/FEHA), Non-Discrimination Issues, Leave Issues (FMLA, CFRA, PDL),

SENIOR HUMAN RESOURCES ANALYST

- **Sheri Waters**, (530) 538-6950
  Training, Personnel Rules, MOU and Performance Matters, Recruitment & Selection, Classification and Compensation Surveys

SENIOR HUMAN RESOURCES ANALYST

- **Aaron Quin**, (530) 538-2157
  Training, Personnel Rules, MOU and Performance Matters, Recruitment & Selection, Salary Ordinance, Classification and Compensation Surveys, Departmental Website

HUMAN RESOURCES ANALYST

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

HUMAN RESOURCES ANALYST, ASSOCIATE

- **Rob Barth,** (530) 538-3821
  Recruitment & Selection

HUMAN RESOURCES SPECIALIST

- **Rebecca Worley**, (530) 538-7239
  Employee Personnel Documents, Personnel Files

HUMAN RESOURCES SPECIALIST

- **Raeshell Forrester**, (530) 538-7781
  Employee Benefits, New Hire Orientation, COBRA

HUMAN RESOURCES SPECIALIST

- **Leah Goodlife**, (530) 538-6946
  Recruitment Support, Applicant Data Entry, FMLA Support

ADMINISTRATIVE ASSISTANT

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

OFFICE SPECIALIST, SENIOR

- **Katie Leasure,** (530) 538-7651
  Front Desk Reception

ADMINISTRATIVE ANALYST

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

PAYROLL SPECIALIST

- **Sheri Atkison**, (530) 538-7756
  W4s, Time Card Corrections, Direct Deposit, PERS, Life Insurance, Paid Family Leave, 4850 Payments/Workers Comp. Calculations, Union Dues, Special Pays

PAYROLL SPECIALIST

- **Spiros Banos**, (530) 538-6104
  Deferred Compensation, Back Wages Issues, Catastrophic Leave Donations

PAYROLL SPECIALIST

- **Carla May**, (530) 538-7741
  FMLA, Health Insurance Billing, Non-Comp Issues, Retiree Health, Creative Benefits Plan

PAYROLL SPECIALIST

- **Jessica Driskill**, (530) 538-7570
  W4s, Time Card Corrections, Direct Deposit, SDI, Garnishments, Voluntary Furlough

HOW TO CONTACT US

DEPARTMENT OF HUMAN RESOURCES
3-A County Center Drive, Oroville, CA 95965
Phone: (530) 538-7651
TTY/TDD: (530) 538-6833
Email: personnel@buttecounty.net
Job Hotline (recorded job listing): (530) 538-7653
Fax Line: (530) 538-7790
Website: www.buttecounty.net/personnel

SUPERVISOR, THERAPIST

Bi-Weekly Salary	$2,399.80 — $3,215.97
Monthly Equivalent	$5,199.57 — $6,967.93
Recruitment Number	124044046
Filing Period	03/01/2012—04/06/2012

Requirements:

- Bachelor's degree in Physical or Occupational Therapy.
- Four (4) years therapy experience, preferably in a rehabilitation setting. Two (2) years of experience in a program providing therapy to children with special orthopedic or neuromuscular needs preferred.
- Must be licensed as a Physical or Occupational Therapist in the State of California, and remain active with all annual licensing requirements.
- A valid State of California driver's license is required.

Responsibilities:

Under limited supervision, plans, organizes, and directs the work of Public Health/California Children Services Medical Therapy Unit Programs; supervises physical & occupational therapists, therapy aides & support staff to assure that effective medical therapy rehabilitation services are provided. Functions as a member of the CCS Medical Case Management team for authorization and denial of therapy services and durable medical rehabilitation equipment.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are basic health clinic setting; some non-standard work hours are required.
- Full manual dexterity and visual acuity required.
- Must be able to lift and assist children and adults weighing up to 150 pounds.
- Pre-employment medical clearance

Be sure to submit copies of your transcripts, certifications, licensing and/or supplemental responses if required by the position you are applying.

ADMINISTRATIVE ANALYST, ASSOCIATE

Bi-Weekly Salary	$1,577.13 — $2,113.50
Monthly Equivalent	$3,417.11 — $4,579.24
Recruitment Number	121028056
Filing Period	03/19/2012—04/06/2012

Requirements:

- 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.

Responsibilities:

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

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.

DIRECTOR—LIBRARIES

Annual Salary	$91,366.00 — $111,669.00
Recruitment Number	120150057
Filing Period	03/27/2012—04/23/2012

The Ideal Candidate:

The County is seeking a highly-qualified, innovative individual with excellent management and administrative Skills. The ideal candidate for the position will have at a minimum, the following qualifications:

Requirements:

- A Master's Degree in Library Science from an accredited school of librarianship.
- Five (5) years of progressively responsible professional library experience, including at least two (2) years in a supervisory capacity.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.
- A State of California driver's license may be required.

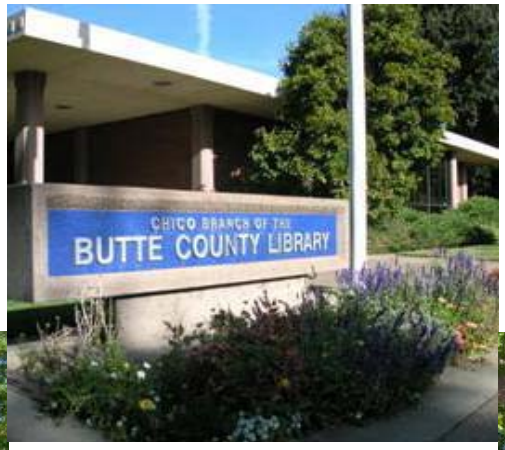
The Department:

Originally established in the Butte County Charter in 1913, the Butte County Library system today consists of six branch libraries and a literacy program. The Library has grown with community needs and now offers free internet access, word processing, and 24/7 access to information through the department website.

Administrative offices for the Library are located in the Oroville Branch Library. The Library also serves residents through branches in Biggs, Chico, Durham, Gridley, and Paradise.

The mission of the Butte County Library system is to provide all individuals, regardless of age, ethnic background, educational or economic level, with free access to ideas, information and ever-changing technology.

To learn more about the position and the Butte County Library system, please scan the QR Barcode to the left.



PUBLIC HEALTH NURSE, ASSOCIATE *

Bi-Weekly Salary	$1,749.46 — $2,344.46
Monthly Equivalent	$3,790.51 — $5,079.65
Recruitment Number	124047055
Filing Period	Continuous

Requirements:

- Bachelor's degree in Nursing.
- Must be licensed as a Registered Nurse, hold a Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Applicants who have recently graduated from a Baccalaureate Nursing program, and have not taken the NCLEX-RN may apply using a California Board of Registered Nurses (BRN) interim permit (IP). The IP will also serve until they receive their Public Health Certificate. The interim permit is not renewable and is in effect to the expiration date (6 months after issuance) or until the results of the examination are mailed, at which time it becomes null and void. Continued employment is dependent on receiving a passing score on the NCLEX-RN.
- Valid State of California driver's license may be required.

Responsibilities:

Under close supervision, performs a variety of nursing care services in the examination and treatment of clients in various settings; participates and assists with coordination of client and community services to support the goals of the Public Health Department.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various home and clinic settings; full manual dexterity and visual acuity required.
- Work involves the potential for exposure to hostile situations and infectious diseases; some non-standard work hours are required.
- Must work with a clinically challenging client population; must be able to read and respond to subtle behavioral clues, and maintain professional composure and effectiveness.

PUBLIC HEALTH NURSE *

Bi-Weekly Salary	$1,883.98 — $2,524.73
Monthly Equivalent	$4,081.97 — $5,470.24
Recruitment Number	124046006
Filing Period	Continuous

Requirements:

- Bachelor's degree in Nursing, and one (1) year of professional experience as a Public Health Nurse, Associate in Butte County or equivalent position in a Public Health or community setting required.
- Must be licensed as a Registered Nurse, hold Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, performs a variety of nursing care services in the examination and treatment of clients in various settings; coordinates client and community services to support the goals of the Public Health Department

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various home and clinic settings; full manual dexterity and visual acuity required.
- Work involves the potential for exposure to hostile situations and infectious diseases; some non-standard work hours are required.
- Must work with a clinically challenging client population; must be able to read and respond to subtle behavioral clues, and maintain professional composure and effectiveness.

PUBLIC HEALTH NURSE, SENIOR *

Requirements:

Bi-Weekly Salary	$2,079.57 — $2,786.82
Monthly Equivalent	$4,505.73 — $6,038.10
Recruitment Number	124045007
Filing Period	Continuous

- Bachelor's degree in Nursing, and three (3) years nursing experience in a public or community health setting. One (1) year experience in Butte County preferred.
- Must be licensed as a Registered Nurse, hold Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, coordinates nursing, teaching, and health counseling programs and services for the prevention and control of diseases and adverse health conditions; coordinates client and community services to support the goals of the Public Health Department.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various home and clinic settings; full manual dexterity and visual acuity required.
- Work involves the potential for exposure to hostile situations and infectious diseases; some non-standard work hours are required.
- Must work with a clinically challenging client population; must be able to read and respond to subtle behavioral clues, and maintain professional composure and effectiveness.

CERTIFIED NURSE PRACTITIONER *

Requirements:

Bi-Weekly Salary	$2,352.84 — $3,153.03
Monthly Equivalent	$5,097.82 — $6,831.57
Recruitment Number	124034001
Filing Period	Continuous

- Bachelor's degree in Nursing, and three (3) years professional experience as a Registered Nurse.
- Must be licensed as a Registered Nurse and Certified as a Nurse Practitioner, by the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license is required.

Responsibilities:

Under limited physician and clinic manager supervision, performs a variety of medical and administrative services in the examination and treatment of clients in out-patient or clinic settings to support the goals of the Public Health or the Behavioral Health Department.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various Health Clinic and community settings; full manual dexterity and visual acuity required.
- Work involves the potential for exposure to hostile situations and infectious diseases; some non-standard work hours are required.
- Must work with a clinically challenging client population; must be able to read and respond to subtle behavioral clues, and maintain professional composure and effectiveness.

PUBLIC HEALTH NURSE (Bilingual: Spanish)*

Bi-Weekly Salary	$1,883.98 — $2,524.73
Monthly Equivalent	$4,081.97 — $5,470.24
Recruitment Number	124046004
Filing Period	Continuous

Requirements:

- Bachelor's degree in Nursing, and one (1) year of professional experience as a Public Health Nurse, Associate in Butte County or equivalent position in a Public Health or community setting required.
- Must be licensed as a Registered Nurse, hold Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, performs a variety of nursing care services in the examination and treatment of clients in various settings; co-ordinates client and community services to support the goals of the Public Health Department.

wastewater regulations, and other health and safety laws and regulations, and to do other environmental health related work as required.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various home and clinic settings; full manual dexterity and visual acuity required.
- Work involves the potential for exposure to hostile situations and infectious diseases; some non-standard work hours are required.
- Must work with a clinically challenging client population; must be able to read and respond to subtle behavioral clues, and maintain professional composure and effectiveness.

Be sure to submit copies of your transcripts, certifications, licensing, etc. by the deadline.

PSYCHIATRIST*

Bi-Weekly Salary	$5,447.56 — $7,300.26
Monthly Equivalent	$11,803.05 — $15,817.22
Recruitment Number	124125003
Filing Period	Continuous

Requirements:

- Medical Doctor's degree required, and a valid Physician and Surgeon Certificate issued by the State of California Board of Medical Examiners.
- Must possess or be eligible for certification by the American Board of Psychiatry as a Psychiatrist; must remain active with all annual licensing requirements, and maintain a clear criminal record.
- Valid State of California driver's license may be required.

Responsibilities:

Under general direction, provides clinical assessments and treatment services to alleviate suffering in clients with behavioral health disorders. Plans and carries out assignments independently; interaction with the supervisor is typically to receive daily or weekly assignments, prioritize workload and exchange opinions on work related matters. Reports to Assistant Director or Program Manager.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment and health clinic.
- Health clinic working conditions involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required.
- Must work with a highly manipulative, questionably motivated and clinically challenging client population; must be able to maintain professional composure and clinical effectiveness.

PHYSICAL THERAPIST*

Bi-Weekly Salary	$1,931.08 — $2,587.83
Monthly Equivalent	$4,184.01 — $5,606.97
Recruitment Number	124049002
Filing Period	Continuous

Requirements:

- Bachelor's degree in Physical Therapy.
- Must have possession of a valid Certificate of Registration as a Physical Therapist issued by the Board of Medical Examiners of the State of California, and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.
- Must be able to pass a pre-employment physical.

Responsibilities:

Under limited supervision, performs patient care therapy services in the treatment of children and adults with special health care needs in clinic settings to support the goals of the Public Health Department.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are at various School Clinic settings; full manual dexterity, auditory and visual acuity required.
- Must be able to lift and assist children and adults weighing up to 150 pounds.

PHYSICAL THERAPIST, SENIOR*

Bi-Weekly Salary	$2,131.56 — $2,856.49
Monthly Equivalent	$4,618.38 — $6,189.06
Recruitment Number	124071013
Filing Period	Continuous

Requirements:

- Bachelor's degree in Physical Therapy, and three (3) years therapy experience, preferably in a rehabilitation setting. Two (2) years of experience in a program providing therapy to children with special orthopedic or neuromuscular needs preferred.
- Must have possession of a valid Certificate of Registration as a Physical Therapist issued by the Board of Medical Examiners of the State of California, and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.

Responsibilities:

Under general supervision, plans and administers physical therapy services in the treatment of physically handicapped clients in a clinic, classroom, or home setting.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are basic rehabilitation/Clinic setting; some non-standard work hours may be required.
- Full manual dexterity, hearing and visual acuity required.
- Must have the ability to physically assist in lifting and moving clients.
- Pre-employment Medical Clearance.

BEHAVIORAL HEALTH COUNSELOR I*

Bi-Weekly Salary	$1,333.34 — $1,786.80
Monthly Equivalent	$2,888.89 — $3,871.40
Recruitment Number	124144061
Filing Period	03/28/2012—04/13/2012

Requirements:

- Associate's degree in Social or Behavioral Sciences, or a related field: AND
- Two (2) years behavioral or social services counseling experience, or an equivalent combination of education and experience. A Bachelor's degree may be substituted for the required two (2) years experience.

  OR
- Certification as a registered substance abuse counselor with an accredited State Alcohol and Drug Program organization;

  AND
- Two (2) years behavioral or social services counseling experience, or an equivalent combination of education and experience. A Bachelor's degree may be substituted for the required two (2) years experience.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, provides assessment, treatment, counseling and case management to at-risk, mentally ill, developmentally disabled, substance abuse clients.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various home and health clinic settings; involves the potential for high stress levels and exposure to hostile situations; some nonstandard work hours are required.
- Must work with a manipulative and clinically challenging client population; must be able to maintain professional composure and effectiveness.

BEHAVIORAL HEALTH COUNSELOR II*

Bi-Weekly Salary	$1,435.86 — $1,924.20
Monthly Equivalent	$3,111.04 — $4,169.10
Recruitment Number	124143062
Filing Period	03/28/2012—04/13/2012

Requirements:

- Bachelor's degree in Social or Behavioral Sciences, or a related field AND
- Two (2) years counseling experience. A Master's degree in Social or Behavioral Science may be substituted for one (1) year of required experience.

  OR
- Five (5) years of employment as a Butte County Behavioral Health Counselor.
- Valid State of California driver's license may be required.

Responsibilities:

Under limited supervision, works independently to provide assessment, treatment, counseling and case management to at-risk, mentally ill, developmentally disabled, and substance abuse clients.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various home and health clinic settings; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required.
- Must work with a manipulative and clinically challenging client population; must be able to maintain professional composure and clinical effectiveness.

ADOPTIONS SPECIALIST*

Bi-Weekly Salary	$1,665.16 — $2,231.48
Monthly Equivalent	$3,607.85 — $4,834.87
Recruitment Number	125348065
Filing Period	04/01/2012—04/13/2012

Requirements:

- Master's Degree in Social Work required.
  Upcoming graduates may supply a letter from their attending university stating impending graduation date of their degree pro gram and verification of credits needed for graduation, which will allow placement on list of eligibles. Actual hiring of position will not occur until after graduation date.

  AND

- Three (3) years of work experience in a public or private social services agency working with children and/or adults.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, performs independently all aspects of adoption investigations, studies, and evaluation and makes decisions on recommendations to the courts in compliance with Federal and State laws, regulations, and policies.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various home and office settings; involves the potential exposure to hostile situations; some non-standard work hours are required.
- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- May be required to lift and carry items weighing up to 40 pounds.

Selection of this position is contingent upon job classification being adopted by the Board of Supervisors.

SUPERVISOR, ADOPTIONS SPECIALIST

Bi-Weekly Salary	$1,969.63 — $2,639.50
Monthly Equivalent	$4,267.54 — $5,718.91
Recruitment Number	125347066
Filing Period	04/01/2012—04/13/2012

Requirements:

- Master's Degree in Social Work AND
- Four (4) years of work experience in a supervisory, consultative, or administrative capacity in the field of child or family social services or adoptions.
- Valid State of California driver's license is required.

Responsibilities:

Under general supervision incumbents plan, organize, coordinate, and direct the activities of staff providing services in the adoptions programs.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various home and office settings; involves the potential exposure to hostile situations; some non-standard work hours are required.
- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- May be required to lift and carry items weighing up to 40 pounds.

Selection of this position is contingent upon job classification being adopted by the Board of Supervisors.

AUDITOR-APPRAISER*

Requirements:

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.

Bi-Weekly Salary	$1,435.86 — $1,924.20
Monthly Equivalent	$3,111.04 — $4,169.10
Recruitment Number	121224060
Filing Period	04/01/2012 — 04/20/2012

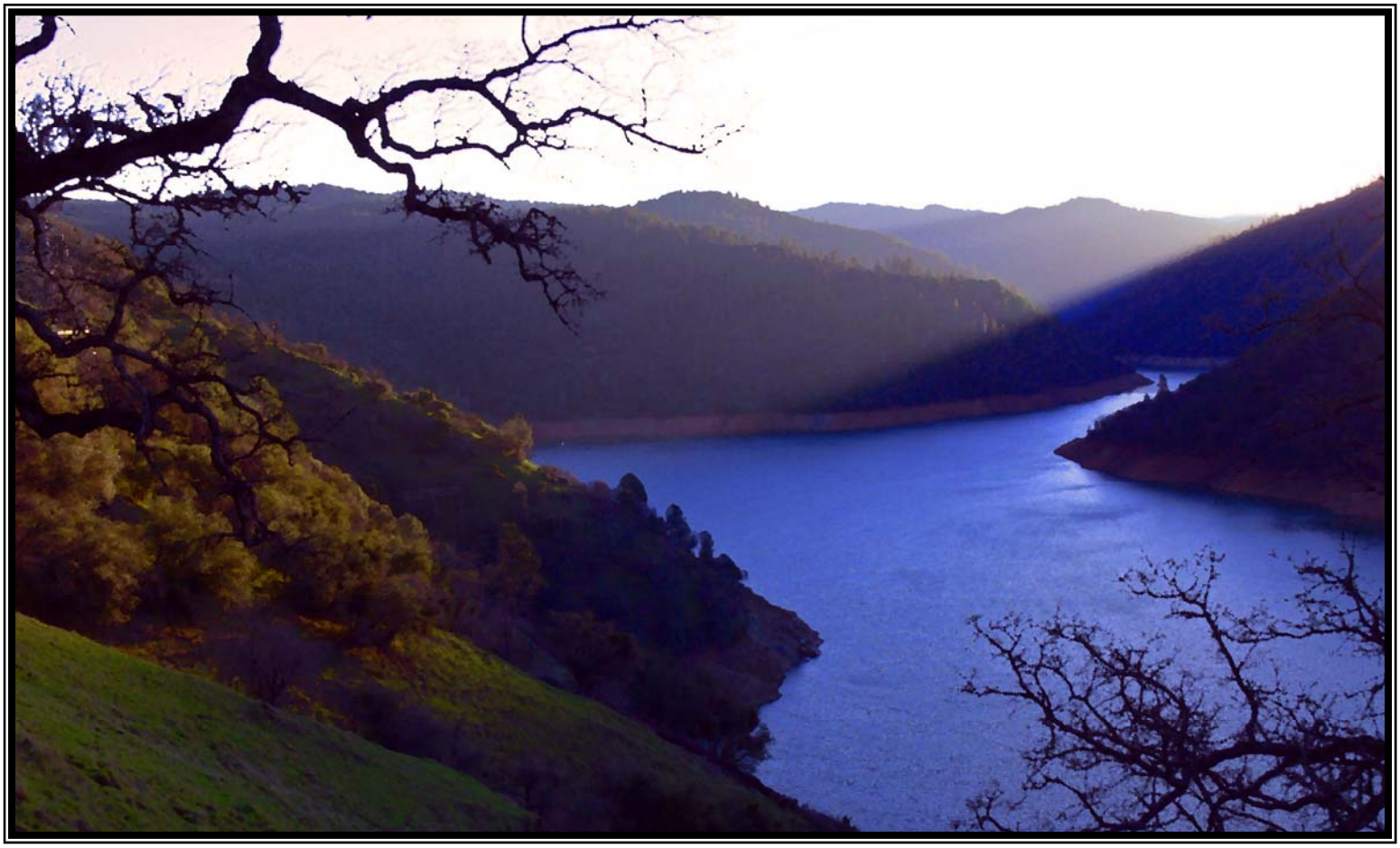
Responsibilities:

- 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.
- Must possess a 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.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and outside environment.
- May be required to lift and carry items weighing up to 50 pounds.

Be sure to submit copies of your transcripts, certifications, licensing, etc. by the deadline.



Lake Oroville -Photo Courtesy of Peggy Moak

LEGAL SECRETARY*

Bi-Weekly Salary	$1,094.33 — $1,466.52
Monthly Equivalent	$2,371.04 — $3,177.46
Recruitment Number	127028059
Filing Period	04/01/2012—04/20/2012

Requirements:

- A high school diploma or GED equivalent.
- Three (3) years of relevant clerical and secretarial experience that includes two (2) years of work in a legal office.
- Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required and must be submitted by the recruitment deadline.
- Must possess State of California driver's license and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Responsibilities:

Under general supervision, performs a variety of legal secretarial and administrative functions to support the activities of Butte County attorney's

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be required to lift and carry items up to 15 pounds.
- May be subject to repetitive motions, such as typing and vision to monitor.
- May be subject to angry or distraught citizens.

Be sure to submit copies of your transcripts,
certifications, licensing and/or supplemental responses if required by the position you are applying.

CHILD SUPPORT SPECIALIST*

Bi-Weekly Salary	$1,207.94 — $1,618.75
Monthly Equivalent	$2,617.19 — $3,507.30
Recruitment Number	123735063
Filing Period	04/01/2012—04/20/2012

Requirements:

- High school diploma or GED equivalent certificate.
- Three (3) years clerical experience in a social services or legal agency or three (3) years interviewing clients or assessing ability to pay in the collections of debt. A certificate of completion as a Paralegal or an Associate's degree in Administration of Justice may be substituted for two (2) years of the required experience.
- Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required and must be submitted by the recruitment deadline.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, performs comprehensive duties as child support services case management team member; establishes paternity and child support orders; searches and locates non-custodial parents and assets; interviews parents and other parties concerning case; prepares legal documents; determines non-custodial parents ability to pay; calculates and collects child support.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment, and involves potential for exposure to uncooperative and irate clients.
- May be required to lift and carry items weighing up to 30 pounds.

PUBLIC SAFETY DISPATCHER-LATERAL *

Bi-Weekly Salary	$1,366.67 — $1,831.48
Monthly Equivalent	$2,961.12 — $3,968.21
Deputy Sheriff (Lateral)	126833008
Filing Period	Continuous

Requirements:

- High school diploma or GED equivalent.
- Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required and must be submitted by the recruitment deadline.
- Requires completion of the California POST and CLETS certification within the probationary period.
- Must pass a thorough background investigation.
- Additional qualifications for lateral transfers: Must be currently working as a public safety dispatcher in a California Law Enforcement agency and possess a California POST Public Safety Dispatcher Certificate.

Responsibilities:

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; complies with Sheriff's Office policies and procedures to assure the safety of officers and the public.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a fast paced, high volume call center environment and long periods without breaks; involves a minimum of physical effort in a highly stressful setting.
- May be subject to repetitive motion, such as typing and vision to monitor.
- May be subject to angry or distraught citizens.
- Must meet high standards of hearing acuity, and speak effectively in a clear, understandable voice.
- Must be willing to work weekdays, weekends, holidays and on any assigned shift.

"O" on Table Mountain, Oroville -Photo Courtesy of Aaron Quin

DEPUTY SHERIFF (LATERAL)

Bi-Weekly Salary	$1,538.86 — $2,165.34
Monthly Equivalent	$3,334.21 — $4,691.58
Deputy Sheriff (Lateral)	126816009
Filing Period	Continuous

Requirements:

- High school diploma or GED equivalent.
- Completion of a POST certified regular basic course or equivalent within the last three years. **OR** possess a valid POST Basic certificate.
- Valid State of California driver's license is required.
- **Additional qualifications for lateral transfers: Must be currently working as a peace officer, and posses a valid California POST Basic Certificate or have one (1) full year experience as a peace officer in California law enforcement agency. A POST certificate of completion is required and must be attached to the application at time of submission.**

Responsibilities:

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.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- Subject to extended periods of driving patrol vehicles.
- Subject to dangerous machinery or physical harm such as vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- Required to physically restrain persons.
- Subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects such as gun belts, equipment, suspects, files, and evidence.

BUTTE COUNTY SHERIFF

Jerry W. Smith, Sheriff / Coroner

Mission Statement

The mission of the Butte County Sheriff's Office is to protect and serve the citizens of Butte County by providing vigorous, ethical, efficient law enforcement, and to increase public awareness of personal safety and security measures. We will provide humane custody and care for those incarcerated in the county jail.

In order to accomplish this mission, the Butte County Sheriff's Office will encourage employee professionalism through improved communication and by providing continuous and productive training. The Office is committed to provide a secure and comfortable work environment in which employees are encouraged to take pride in their work and strive for excellence. This Office realizes the importance of individual commitment and recognizes outstanding employee performance.

HELPFUL TIPS

INTERVIEWING TIPS

1. **<u>Always Plan Ahead</u>- Be sure that you research the company and position in which you are applying. Review your past accomplishments and experiences to be able to support questions asked.**
2. **<u>Eye Contact</u>- Always maintain eye contact with your interviewer(s). This shows that you are focused and interested in the position.**
3. **<u>Avoid Negativity</u>- Use grammar and tone of voice that shows a positive outlook and never give negative comments about previous employers.**
4. **<u>Presentation</u>- Be sure that your dress and appearance comes across as professional to the interviewer(s).**
5. **<u>Ask questions</u>- Always go into the interview with questions that you want to ask before you are excused. This demonstrates that you have an interest in the department and position you are interviewing for.**

Apply Online In NEOGOV at www.buttecounty.net/personnel
***Select "email notification" for faster responses**

Don't forget to submit copies of your transcripts, certifications, licensing or supplemental responses if required by the position you are applying.

Butte Rice -Photo Courtesy of Rob McConnell

IMPORTANT NOTICES

***Any job classification with an asterisk (*) next to the title is an Agency Shop classification. 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.**

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 above-mentioned 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.

EQUAL EMPLOYMENT OPPORTUNITY 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 3-A 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 found on our website at www.buttecounty/personnel.net . The Department of Human Resources must receive completed applications no later than 5:00 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 or email as to whether or not they have met eligibility requirements to further participate in the recruitment process. An application must be submitted for each individual position applied. **Failure to provide any of the required information will result in the rejection of your application.**

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

Job minimum qualifications may require an educational degree, certification, registration, or licensing. You *MUST* include transcripts and/or copies of the certification/registration/licensing 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 or units as a qualifier to reduce required experience, transcripts must also be provided.

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 a portion of 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.

Scan our QR Barcode and you'll be directed right to our webpage.