Butte County JOB OPPORTUNITIES

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

July 2012

Chico Creek, Chico -Photo Courtesy of Aaron Quin

HR Staff Assignments and Contact Information	2
General	
Contracts/Procurement Agent, Associate	9
Adoptions Specialist	9
Assessment Clerk	12
Library	
Branch Librarian	3
Health and Social Services	
Occupational Therapist	4
Occupational Therapist, Senior	4
Public Health Nurse, Associate	5
Public Health Nurse	5
Public Health Nurse (Bilingual: Spanish Speaking)	6
Psychiatrist	6
Supervisor, Therapist	7
Physical Therapist	8
Physical Therapist, Senior	8
Program Manager, Clinical Services	10
Probation	
Legal Office Specialist	3
District Attorney	
Deputy District Attorney II	10
Deputy District Attorney III	11
Deputy District Attorney IV	11
Safety/Investigation	
Public Safety Dispatcher (Lateral)	13
Deputy Sherriff (Lateral)	14
Interview Tips	15

Butte County is accepting applications for Branch Librarian and Adoptions Specialist.

For additional information on these career opportunities including salary, filing date and requirements for these positions, please turn to pages 3 & 9. Also visit our website at www.buttecounty.net/personnel.

Follow us on Twitter @CountyofButte:

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

PRINCIPAL 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
  FMLA Support, Contracts, Leaves

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, Recruitment Support, Applicant Data Entry

ADMINISTRATIVE ANALYST

- **Amie Theveos-Stevens**, (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, Discovery 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

BRANCH LIBRARIAN

Bi-Weekly Salary	$1,740.86 — $2,332.91
Monthly Equivalent	$3,771.87 — $5,054.64
Recruitment Number	122805110
Filing Period	07/01/2012 — 07/31/2012

Requirements:

- Master's degree of Library Science or Library and Information Science from a college or university program accredited by the American Library Association.
- Four (4) years professional library experience, including two (2) years in an administrative and supervisory capacity.
- Valid State of California driver's license may be required.

Responsibilities:

Under general direction, plans, manages and directs the activities of a one or more full service branches of the County Library System; assists in establishing countywide library goals, policies and procedures.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be required to lift and carry items weighing up to 25 pounds.
- May be exposed to potential physical harm and infectious diseases due to a high level of public contact.

LEGAL OFFICE SPECIALIST*

Bi-Weekly Salary	$1,041.60 — $1,395.85
Monthly Equivalent	$2,256.80 — $3,024.34
Recruitment Number	127027109
Filing Period	07/01/2012 — 07/20/2012

Requirements:

- A high school diploma or GED.
- One (1) year of legal clerical experience.
- Ability to type 40 net words per minute. 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 attached to application at time of submission. Only typing certificates issued after identification has been verified will be accepted. On-line typing certificates are not valid.
- May be required to possess a 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 clerical work to support the activities of the Butte County Probation Officers; involves review and analysis of information contained in legal files and records; updates the computer database; assures the accuracy of the filing systems.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be required to lift and carry 35 pounds.

OCCUPATIONAL THERAPIST*

Bi-Weekly Salary	$1,931.08 — $2,587.83
Monthly Equivalent	$4,184.01— $5,606.97
Recruitment Number	124048098
Filing Period	Continuous

Requirements:

- Bachelor's degree in Occupational Therapy.
- Must have current licensing with the California Board of Occupational Therapy and remain active with all annual licensing requirements.
- Must possess State of California driver's license.
- Must 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 in 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.

OCCUPATIONAL THERAPIST, SENIOR*

Bi-Weekly Salary	$2.131.56— $2,856.49
Monthly Equivalent	$4,618.38— $6,189.06
Recruitment Number	124070099
Filing Period	Continuous

Requirements:

- Bachelor's degree in Occupational 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 be licensed as an Occupational Therapist in the State of California, and remain active with all annual licensing requirements.
- Must possess State of California driver's license.

Responsibilities:

Under general supervision, plans and administers occupational 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

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.

Be sure to submit copies of your transcripts, certifications, licensing and/or supplemental responses by the recruitment deadline.

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 (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.

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.

SUPERVISOR, THERAPIST

Bi-Weekly Salary	$2,399.80 — $3,215.97
Monthly Equivalent	$5,199.57 — $6,967.93
Recruitment Number	124044107
Filing Period	Continuous

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 require ed.

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, etc. by the deadline.

Canyon-Photo Courtesy of Aaron Quin

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.

CONTRACTS/PROCUREMENT AGENT, ASSOCIATE*

Bi-Weekly Salary	$1,538.66 — $2,061.97
Monthly Equivalent	$3,333.77 — $4,467.60
Recruitment Number	124927101
Filing Period	06/13/2012 — 07/13/2012

Requirements:

- High school diploma or its equivalent.
- At least two (2) years of experience in clerical, accounting or administrative duties in a public environment.
- Possession of 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.

Responsibilities:

Reports to the Contracts Manager and under the direct supervision of the Contracts/Procurement Manager, the Contracts/Procurement Agent, Associate, accepts and processes a wide spectrum of lower risk contracts and procurement tasks on behalf of all County Departments

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and outside environments.

ADOPTIONS SPECIALIST*

Bi-Weekly Salary	$1,665.16 — $2,231.48
Monthly Equivalent	$3,607.85 — $4,834.87
Recruitment Number	125348111
Filing Period	07/01/2012 — 07/20/2012

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 program 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.

PROGRAM MANAGER, CLINICAL SERVICES

Bi-Weekly Salary	$2,341.27 — $3,137.54
Monthly Equivalent	$5,072.76 — $6,798.01
Recruitment Number	124105108
Filing Period	06/20/2012—07/13/2012

Requirements:

- Master's degree in Social Work, Counseling, Psychiatric Nursing, or a PhD. or PsyD in Psychology, and three (3) years professional program, budget or supervisory experience in a behavioral health setting. One (1) year of supervisory experience required. One (1) year of experience in Butte County preferred.
- Must be licensed to practice by the California Board of Behavioral Sciences, the California Board of Psychology or the California Board of Registered Nursing and remain active with all annual licensing requirements, and maintain a clear criminal record.
- Must possess a valid State of California driver's license.

Responsibilities:

Under limited supervision, manages clinical programs and staff providing behavioral health treatment services to county residents. .

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Working conditions may include typical Health Clinic settings, involving the potential for high stress levels and exposure to hostile situations May be exposed to dangerous machinery, hazardous chemicals and extreme weather conditions.

DEPUTY DISTRICT ATTORNEY II*

Bi-Weekly Salary	$2,131.56 — $2,856.49
Monthly Equivalent	$4,618.38 — $6,189.06
Recruitment Number	127006104
Filing Period	06/18/2012—07/20/2012

Requirements:

- 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, remain active with all California Bar annual requirements.
- Successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Responsibilities:

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.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be required to lift and carry items weighing up to 50 pounds; work also involves the potential for high stress levels and exposure to hostile situations.

Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents

DEPUTY DISTRICT ATTORNEY III*

Bi-Weekly Salary	$2,471.95 — $3,312.65
Monthly Equivalent	$5,355.90 — $7,177.40
Recruitment Number	127005105
Filing Period	06/18/2012—07/20/2012

Requirements:

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, remain active with all California Bar annual requirements.
- Successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Responsibilities:

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.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be required to lift and carry items weighing up to 50 pounds; work also involves the potential for high stress levels and exposure to hostile situations

Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents.

DEPUTY DISTRICT ATTORNEY IV*

Bi-Weekly Salary	$ 2,938.38 — $3,937.71
Monthly Equivalent	$6,366.48 — $8,531.71
Recruitment Number	127004106
Filing Period	06/18/2012—07/20/2012

Requirements:

- 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, remain active with all California Bar annual requirements, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Responsibilities:

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 felony and civil prosecution in Butte County.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be required to lift and carry items weighing up to 50 pounds; work also involves the potential for high stress levels and exposure to hostile situations.

Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents.

ASSESSMENT CLERK*

Bi-Weekly Salary	$1,016.19 — $1,361.79
Monthly Equivalent	$2,201.75 — $2,950.55
Recruitment Number	121244112
Filing Period	07/01/2012 — 07/20/2012

Requirements:

- High school diploma or GED certificate equivalent.
- Two (2) years of clerical work experience; appraisal and assessor system 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.
- A valid State of California driver's license may be required.

Responsibilities:

Under close supervision, performs the daily operations of the Assessor's office in documenting ownership of real and unsecured/business property, posting and correcting values, preparing correspondence; analyzing legal documents; determining reappraisal for property taxes, and reviewing legal descriptions.

Environmental Factors and Conditions/Physical Requirements:

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

Table Mountain - Photo Courtesy of Aaron Quin

PUBLIC SAFETY DISPATCHER-LATERAL *

Bi-Weekly Salary	$1,366.67 — $1,831.48
Monthly Equivalent	$2,961.12 — $3,968.21
Deputy Sheriff (Lateral)	126833091
Filing Period	Continuous

Requirements:

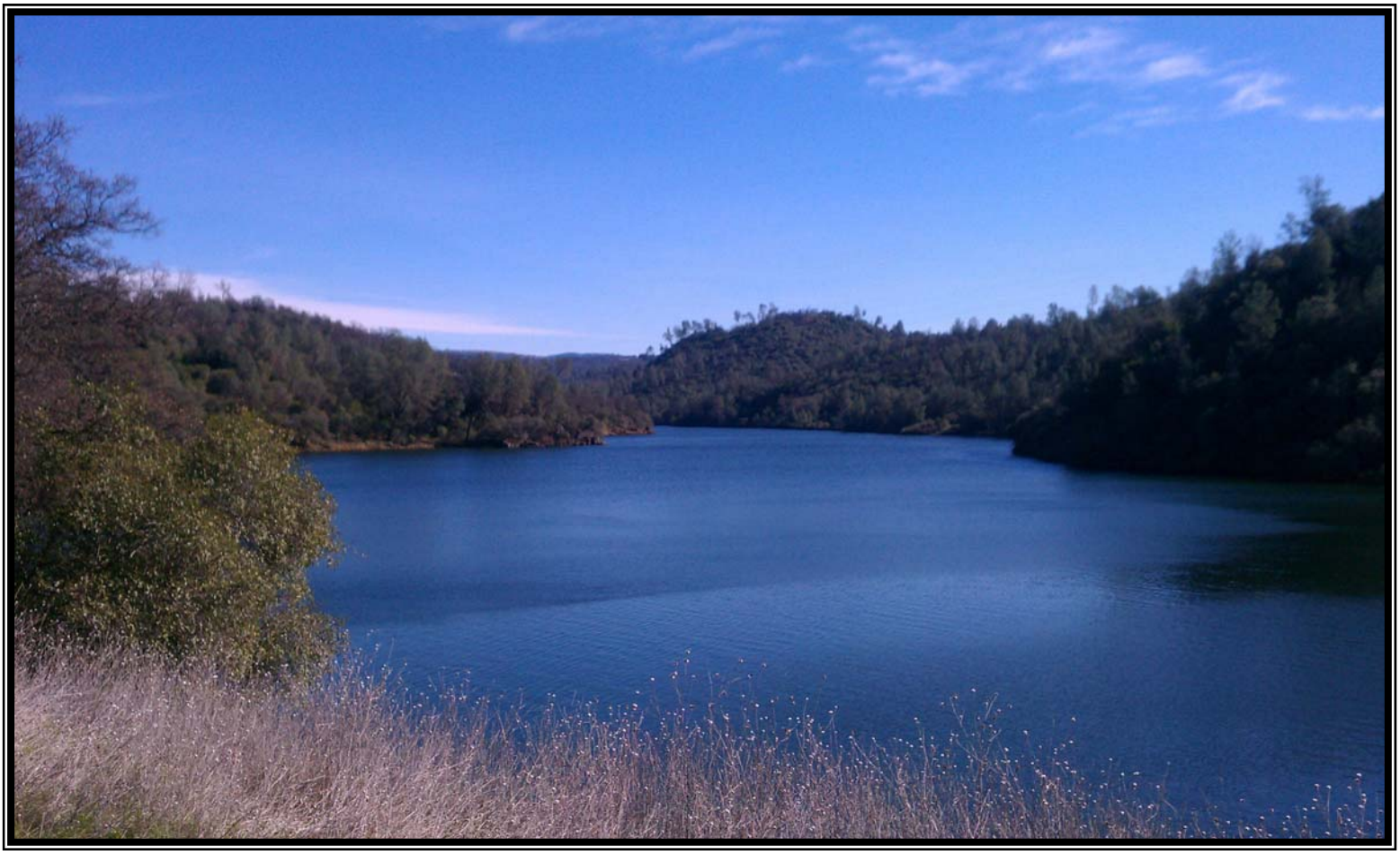
- High school diploma or GED equivalent.
- Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required and must be submitted by the recruitment deadline. Only typing certificates issued after identification has been verified will be accepted. On-line typing certificates are not valid.
- 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. Copy of Certificate must be submitted by the recruitment deadline.**

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.



Feather River, Oroville -Photo Courtesy of Rob Barth

DEPUTY SHERIFF (LATERAL)

Bi-Weekly Salary	$1,538.86 — $2,165.34
Monthly Equivalent	$3,334.21 — $4,691.58
Deputy Sheriff (Lateral)	126816113
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.

INTERVIEWING TIPS

A job interview is your chance to show an employer what he or she will get if you're hired. That being said, it is essential to be well prepared for the job interview. Preparing means knowing about the industry, the employer, and yourself. Below are 12 helpful hints, which will assist you in your job quest.

- Research the organization of the position for which you are applying
- Obtain and review the job description to see if you meet the qualifications for the position
- Practice interview questions
- Be prepared to illustrate how you meet the qualifications
- Dress appropriately
- Arrive early; "to be early is to be on time"
- Show enthusiasm
- Be yourself, be genuine
- Be prepared to ask questions
- Obtain contact information
- Write a thank you note or email
- Follow-up

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.

Sunset at Table Mountain Golf Course - Photo Courtesy of Rob Barth

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.