Butte County JOB OPPORTUNITIES

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

May 2012

Middle Fork-Feather River -Photo Courtesy of Aaron Quin

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Butte County is accepting applications for

Supervisor, Therapist &

Senior Program Manager, Clinical Services.

For additional information on these career opportunities including salary, filing date and requirements for these positions, please turn to page 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

- **Vacant**, (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—05/18/2012

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.

PARALEGAL

Bi-Weekly Salary	$1,393.95 — $1,868.02
Monthly Equivalent	$3,020.23 — $4,047.39
Recruitment Number	127024070
Filing Period	04/23/2012—05/11/2012

Requirements:

- Associate's degree in Paralegal Studies, and two (2) years of legal office experience in the research, review and preparation of legal documents and pleadings. Certification by the California State Bar Association as a certified law student or certification as a Legal Assistant, or Paralegal required by time of appointment.
- Must possess State of California driver's license and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Responsibilities:

Under general supervision, provides paralegal expertise in law research and legal document preparation in support of Butte County attorneys, and in accordance with policies, procedures, and state, federal and local laws.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motions, such as typing and vision to monitor.
- May be subject to angry or distraught citizens.

SENIOR PROGRAM MANAGER, CLINICAL SERVICES

Bi-Weekly Salary	$2,584.32 — $3,463.25
Monthly Equivalent	$5,599.36 — $7,503.70
Recruitment Number	124104063
Filing Period	04/23/2012—05/11/2012

Requirements:

- Master's degree in Social Work, Counseling, Psychiatric Nursing, or a PhD or PsyD in Psychology.
- Five (5) years licensed professional experience in behavioral science, including three (3) years supervisory experience. One (1) year of experience in Butte County preferred.
- Must be licensed to practice by the California Board of Behavioral Sciences, remain active with all annual licensing requirements, and maintain a clear criminal record.
- A valid State of California driver's license is required.

Responsibilities:

Under limited supervision, manages multiple clinical programs providing County-wide behavioral health treatment services; analyzes community needs and designs strategies to prioritize programs and services to best meet the community needs.

The Senior Program Manager, Clinical Services will report to the Assistant Director – Clinical Services. This individual will direct the clinical division in the Assistant Director's absence. He/She will represent the agency in various committees, provide program oversight, lead integrated health projects, provide oversight for community MediCal contracts and be the primary liaison for the Department's collaboration with the schools. He/She must be licensed for five years to practice by the California Board of Behavioral Sciences, and remain active with all annual licensing requirements.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.

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

OFFICE ASSISTANT*

Bi-Weekly Salary	$793.84 — $1,063.83
Monthly Equivalent	$1,719.99 — $2,304.97
Recruitment Number	121057073
Filing Period	05/1/2012 — 05/11/2012

Requirements:

- High school diploma or GED equivalent .
- One (1) year of customer service experience. An 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 the required experience.
- A State of California driver's license may be required.

Responsibilities:

Under close supervision, performs a variety of clerical office, receptionist, and office assistance duties to create, store, retrieve and archive files and records; updates computer database as directed, and assures the accuracy of the filing systems; provides information and assistance to customers.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.

PUBLIC HEALTH EDUCATION SPECIALIST*

Bi-Weekly Salary	$1,471.76 — $1,972.30
Monthly Equivalent	$3,188.81 — $4,273.31
Recruitment Number	124076067
Filing Period	04/03/2012—05/04/2012

Requirements:

- Bachelor's degree in Public Health, Health Education, Nutrition or a related field from an accredited college or university and two (2) years of public health experience. Master's degree in Public Health is preferred.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, promotes community awareness of public health issues; plans, organizes and conducts health education programs; prepares and presents health education materials, provides outreach services for at-risk populations; conducts educational forums on priority health issues; provides case management services to clients and assists clients in accessing other community services.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in both an office and an off-site environment.
- May be exposed to communicable diseases.

LICENSED VOCATIONAL NURSE*

Bi-Weekly Salary	$1,269.09 — $1,700.70
Monthly Equivalent	$2,749.69 — $3,684.84
Recruitment Number	124038077
Filing Period	04/25/2012 — 05/09/2012

Requirements:

- An Associate's degree in Nursing.
- One (1) year of professional experience in public or private health setting as a Licensed Vocational Nurse.
- Must be licensed as a Vocational Nurse by the State of California, and remain active with all annual licensing requirements,
- A State of California driver's license may be required.

Responsibilities:

Under general supervision, performs professional nursing services; assists Nurse Practitioners, Physicians, and Staff Nurses in the treatment of patients; provides a variety of patient care triage and related patient focused services to provide assistance to support the functions and operation of the Public Health Department; determines eligibility of personnel into health care programs.

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 physical harm and infectious diseases; some non-standard work hours are required.

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.

INVESTIGATOR II

Bi-Weekly Salary	$1,874.95 — $2,638.25
Monthly Equivalent	$4,062.40 — $5,716.20
Recruitment Number	127016075
Filing Period	05/1/2012—05/31/2012

Requirements:

- Minimum of (45) semester units/ (68) quarter units earned for course work completed through a college or university accredited by an accrediting body recognized by the U.S. Department of Education or from an institution authorized to award degrees pursuant to Section 94900 of the California Education Code.
- Three (3) years of full-time investigative experience gained during employment as a California peace officer defined under Sections 830.1, 830.2, 830.3, 830.32, 830.33, or 830.35 of the California Penal Code, **OR** at least two (2) years of full-time investigative experience gained during employment as an Investigator or Inspector for a California District Attorney's Office.
- Possession of a valid and current Basic Certificate awarded by the California Commission on Peace Officers Standards and Training. Individuals with expired certificates may apply, but must possess a valid certificate prior to appointment.
- Must possess valid State of California driver's license, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Responsibilities:

Under general supervision, investigates and resolves assigned cases, coordinates with prosecuting attorneys to prepare cases for trial, and enforces state laws.

Environmental Factors and Conditions/Physical Requirements:

- Subject to physical harm such as dangerous vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- Subject to extended periods of intense concentration in review of crime scenes, investigation details, and 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.

CORRECTIONAL TECHNICIAN

Bi-Weekly Salary	$1,184.45 — $1,587.28
Monthly Equivalent	$2,566.30 — $43,439.11
Recruitment Number	126826074
Filing Period	05/01/2012—05/18/2012

Requirements:

- High School diploma or equivalent GED certificate; public service and computer experience preferred.
- Two (2) years of experience involving public contact, or general clerical such as filing, record keeping, data entry and/or typing.
- Must pass a background investigation.
- Valid State of California driver's license is required.

Responsibilities:

Under general supervision, performs a variety of administrative duties related to the processing and disposition of inmate records. Participates in the booking and release of inmates; schedules court appearances; monitors security and processes visitors.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a smoke-free jail environment and correctional facilities, and requires shift work.
- Work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift.

PERMIT TECHNICIAN*

Bi-Weekly Salary	$1,207.94 — $1,618.75
Monthly Equivalent	$2,617.19 — $3,507.30
Recruitment Number	123403072
Filing Period	05/01/2012—05/11/2012

Requirements:

- High school diploma or GED equivalent certificate.
- Two (2) years administrative, technical or clerical experience in building and planning, or one (1) year as Butte County Permit Assistant.
- Required to obtain and maintain certification as Permit Technician.

Responsibilities:

Under general supervision, processes applications, building permits and related documents; provides customer assistance, and interprets codes, policies and planning issues.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.

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

Sunrise, Oroville -Photo Courtesy of Aaron Quin

EMPLOYMENT & ELIGIBILITY SPECIALIST

Bi-Weekly Salary	$1,149.73 — $1,540.74
Monthly Equivalent	$2,491.08 — $3,338.26
Recruitment Number	125344078
Filing Period	05/07/2012 — 05/18/2012

Requirements:

- High school diploma or equivalent GED certificate.
- One (1) year of work experience as an Eligibility Specialist **OR** two (2) years in customer or clerical services interviewing or gathering information for business purposes.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, determines the eligibility of applicants and recipients of the Department Employment & Social Services (DESS) public assistance programs through interactive interviews and fact gathering; provides guidance and work plans to resolve employment barriers.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment

SUPERVISOR, SUPPORT SERVICES

Bi-Weekly Salary	$1,294.42 — $1,734.65
Monthly Equivalent	$2,804.59 — $3,758.40
Recruitment Number	121053079
Filing Period	05/01/2012 — 05/18/2012

Requirements:

- High school diploma or equivalent GED certificate.
- Four (4) years clerical and computer experience, including one (1) year of lead experience. One (1) year of experience in Butte County preferred. An 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, excluding the one (1) year of lead experience.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, supervises staff and performs a variety of administrative functions to support the activities of the department.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office or warehouse environment.

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.

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.