



# Sheriff's Correctional Deputy

Salary Range \$22.10 - \$26.86 hourly

The County of Glenn Sheriff's Department is seeking people interested in an exciting and challenging career in law enforcement. The Sheriff's Department is committed to identifying hard working and dedicated individuals pursuing careers in public safety and law enforcement. Glenn County seeks individuals committed to the values of honor, integrity, and self-less service. We strive to reflect the diversity and strengths of the citizens of Glenn.

## GLENN COUNTY SHERIFF'S OFFICE

COMMITMENT TO SERVICE,

DEDICATION TO COMMUNITY

## IDEAL CANDIDATE

The ideal candidate will be able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. In addition be able to react quickly and calmly in emergency situations.

## THE POSITION

This position performs a variety of work in the monitoring of county, state and federal detainees and maintains the security and safety of inmates and staff.

## BENEFITS

- \$500 Uniform Allowance (New Hire)
- Uniform Pay—\$0.40 per hour
- Holiday Pay— 5%
- Bilingual Pay—\$.75 per hour
- Shift Differential pay—\$1.50 per hour
- Education Incentive
  - 5% BS/BA Degree
  - 7.5% MS/MA Degree
- County sponsored health insurance
- County sponsored vision and dental plan
- Sick leave
- Bereavement leave
- Vacation
- Longevity Pay
- CalPERS retirement after vested
- Union Supplemental Retirement

Peace Officers Association  
Summary of Benefits



## EXAMPLES OF DUTIES

- Performs booking procedures, including receiving, booking and assigning prisoners to cells; performing body searches; finger-printing, and photographing prisoners, etc.
- Maintains custody of prisoners' private property.
- Maintains the safe and orderly operation of the County jail facility; monitors security cameras and door warning lights; screens and monitors visitors. Inspects all of inmates' incoming and outgoing mail and telegrams.
- Inspects facilities regularly.
- Monitors the condition and activities of prisoners.
- Delivers meals and dispenses medication to inmates at proper times, using prescribed procedures.
- Provides for inmates' medical attention as required.
- Provides and monitors religious, educational, and recreational programs for prisoners.
- Collects and purchases commissary items for inmates; collects money and records commissary purchases.
- Prepares prisoners for court appearances; provides transportation as necessary.
- Administers First Aid in emergency situations.
- Releases prisoners on writs, court orders, bail bonds, payments of fines or expirations of terms.
- Receives and responds to public inquiries regarding department policies and procedures.
- Prepares and submits required records and reports.
- Performs general office work, including but not limited to entering computer data, copying and filing documents, etc.
- Performs related duties as assigned.

### QUALIFICATIONS:

#### Knowledge of:

Pertinent federal, state and county laws and regulations.  
Procedures and methods in jail operations.  
Use and care of physical restraints used in controlling inmates.  
Principles and practices of record-keeping and reporting.  
Standard radio operations.

#### Ability to:

Learn the principles and practices of inmate classification.  
Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.  
Understand and follow oral and written instructions.  
Accurately observe and recall incidents and situations encountered.  
Monitor, supervise and control prisoners.  
React quickly and calmly in emergency situations.  
Deal courteously, yet firmly and effectively with the public in police situations.  
Establish and maintain cooperative working relationships with those contacted during the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Maintain records and prepare required reports.  
Learn to use computers for word processing and records maintenance.

A complete job description and list of duties can be found at  
[www.countyofglenn.net](http://www.countyofglenn.net)

### EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education and Experience:

**Experience:** No experience is required.

**Training:** High school diploma or GED equivalent.

#### License & Special Requirements:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, a S.T.C. Correction Officer Core Course Certificate and Penal Code 832 Certificate.



**Applications will be accepted until:  
Wednesday, June 1, 2022 at 5:00 p.m.**

**The written test and Oral Board test is scheduled  
for the week of June 6th, 2022.**

#### A complete application packet MUST include:

**-A Glenn County Employment Application**

**-Transcripts/Certificates**

**-Cover Letter -Resume -GCPER 44/Conviction Form**

**To apply for this job opportunity, submit a completed  
County of Glenn application packet for Employment  
online at [calopps.org](http://calopps.org) or to:**

**GLENN COUNTY PERSONNEL DEPARTMENT**

**525 W. Sycamore Street**

**Willows, CA 95988**

**Telephone (530) 934-6451 – Fax (530) 934-6452**

**TDD – No Voice (530) 934-6444**

**Website: [www.countyofglenn.net](http://www.countyofglenn.net)**

**THE ABOVE INFORMATION IS GENERAL IN  
NATURE AND DOES NOT CONSTITUTE AN  
EXPRESSED OR IMPLIED CONTRACT.**

**THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY  
EMPLOYER.**

**WE ENCOURAGE MINORITIES, WOMEN AND DISABLED  
INDIVIDUALS TO APPLY. IN ADDITION, BILINGUAL  
(SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE EN-  
COURAGED TO APPLY.**

**WE ARE COMMITTED TO PROVIDING REASONABLE AC-  
COMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS  
WITH DISABILITIES WHO NEED A REASONABLE ACCOM-  
MODATION DURING THE APPLICATION OR SELECTION  
PROCESS SHOULD CONTACT THE PERSONNEL DEPART-  
MENT.**



# GLENN COUNTY



Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

Glenn County offers unlimited recreational opportunities including hiking, camping, fishing, golfing, waterfowl, and game hunting. The Sacramento River extends along the eastern boundary in a north-south direction and is one of the largest salmon spawning rivers in the world. Glenn County has 933.41 miles of maintained roads. Of those, approximately 30 miles are within the City of Willows and 41 miles in the City of Orland.

There are three State highways and one interstate route which run through Glenn County: Interstate 5 and State Highways 162, 45, and 32. The County owns and maintains approximately 30 buildings and has about 331 acres of vacant land. Additionally, the County owns and operates two general aviation airports and a Class III solid-waste facility and transfer station.

The cities of Orland and Willows are the only two incorporated cities within Glenn County. These cities contain approximately one-half of the County population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn).

There are approximately 475 full-time equivalent employees and a total annual budget of over \$174 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.

