



CORRECTIONS SPECIALIST \$3,791 - \$5,178/Monthly

FINAL FILING DATE: Open Filing Period
PRIORITY SCREEN DATE: Friday, December 31, 2021
Exam #21/80I07/12LA

All application materials must be received by the priority screening date for a guaranteed review. Applications received after this date will be considered on an as needed basis until the position is filled

The Sheriff 's Office is comprised of the Administration, Corrections and Enforcement Operation Bureaus. The Sheriff's Office delivers public safety to the residents of Monterey County by providing 24-hour uniformed patrol, investigations, custody services, court security, and law enforcement support.

This position performs complex clerical tasks and process court documents involved in the booking, receiving and releasing of inmates into and from the Corrections Facility. The current vacancy works within a 24-hour, 7-day weekly schedule and exists in the Corrections Operations Bureau.

The ideal candidate will have strong customer service skills, the ability to act calmly and make rational decisions while working in a noisy, fast-paced jail environment and able to communicate effectively. The ideal candidate will demonstrate the ability to read and process a variety of jail and court documents and will also get along with others and be a team player.

The Eligible List established by this recruitment process may be used to fill current and future vacancies on a regular full-time, part-time, or temporary basis.

EXAMPLES OF DUTIES:

- Reads, interprets, and processes a variety of jail and court documents, records and reports.
- Maintains computerized and manual inmate files and records by processing information from a variety of jail and court documents, records and reports utilizing a variety of confidential, law enforcement databases and other computer systems.
- Responds to inmate, official and public inquiries primarily by telephone, written or in person, concerning inmate's status and Corrections Operations procedures.
- Enter inmate property and maintains an accurate record in specialized databases.

To view the complete job description, please visit the Monterey County website:

<https://www2.co.monterey.ca.us/pages/hr/class-specs/80I07.pdf>

THE SUCCESSFUL CANDIDATE

Will have a proven track record demonstrating the following knowledge, skills, and abilities:

Working knowledge of: Basic record keeping and accounting methods and processes.

Some knowledge of: Court and legal procedures to answer routine questions from the public and inmates.

Skill and Ability to:

- Elicit information from arrestees and inmates, often in hostile situations, to obtain and record information required for record keeping purposes.
- Act calmly and make rational decisions while working in a noisy, fast-paced jail environment.
- Establish and maintain effective working relationships with those encountered in the course of work to include, responding tactfully, discreetly and effectively to arrestees and inmates; respond in a positive manner to supervision and direction; and attend and perform duties on a regular, reliable and consistent basis.
- Use a variety of office equipment such as computer terminals, telephones, ten-key calculators, cash registers, fax machines, tele copiers or printers.
- Accurately enter and retrieve information into and from a computer system; complete a variety of jail and court forms
- Compute basic arithmetical problems to compute bail amounts and release time for inmates.
- Understand and follow written and oral instructions of a technical nature.

Examples of Experience/Education/Training:

Any combination of training, education, and/or experience which provides for the knowledge, skills, and abilities required to perform the duties listed above is qualifying. An example of a way these requirements might be acquired is:

Two years of progressively responsible clerical experience of which one year was performing duties equivalent to the Monterey County class of Office Assistant III, in a position which provided exposure to heavy public contact, clerical processes and legal terminology.

ADDITIONAL INFORMATION:

Conditions of employment include, but are not limited to:

- Successfully pass a complete and thorough background investigation, that will include a polygraph examination or voice stress analysis.
- Work effectively and remain calm and organized while performing duties in a noisy, enclosed jail environment that requires interacting with potentially hostile and sarcastic individuals, exposure to health risks and smells associated with a jail environment, as well as exposure to anti-social inmate behavior.
- Walk to and from workstations, break room and restroom using walkways in sections of the Corrections Operations Bureau also used by escorted inmates.
- Handle, count and wash wet and soiled currency; inventory and store wet and soiled property retrieved from persons being booked.
- Work flexible hours, shifts, weekends and holidays and be subject to holdover and callback duty.
- Wear a uniform.

Benefits:

Monterey County offers an excellent benefits package. To view the "J" Unit Benefit Summary please visit our website <https://www.co.monterey.ca.us/home/showpublisheddocument/99630/637490872747330000>. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or Memorandum of Understanding (MOU) prevail over this listing.

COVID-19:

On July 30, 2021 the County of Monterey Board of Supervisors took action to mandate COVID-19 vaccination for all employees to include new hires. The vaccination requirement is in accordance with Section 25 of the County of Monterey Emergency Response Manual and COVID-19 Prevention Program [Link](#). Applicants who accept employment with the County of Monterey, will be required to be fully vaccinated. However, individuals may request medical or religious exemptions and will be required to complete the appropriate request and certification forms for review and approval no later than their start date. [Medical](#) / [Religion](#).

NOTES:

Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly, and you will not be eligible for the benefits listed in the summary.

Application and Selection Procedures

Apply On-Line at <https://www.governmentjobs.com/careers/montereycounty>, by 11:59 PM(PST)
or

Hard copy applications may be obtained from and submitted during normal business hours,
Monday – Friday, 8:00 AM - 5:00 PM by contacting:
Human Resources
1414 Natividad Road
Salinas, CA 93906
Phone: (831) 755-3744 Fax: (831) 755-3828

The selection process is tentative, and applicants will be notified if changes are made. To assess applicants' possession of required qualifications, the examination process may include an oral examination, pre-examination exercises, performance examination, and/or written examination. The competitive examination process includes submittal of required application materials. A complete application package will include:

- **A completed County of Monterey Employment Application**
- **Responses to the Supplemental Questions**

All application materials must be received by the priority screen date for a guaranteed review. Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process.

EQUAL OPPORTUNITY AND REASONABLE ACCOMMODATION

Monterey County is a drug-free workplace and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact LynnRose Alig, Senior Human Resources Analyst, at (831) 755-3744 or AligLR@co.monterey.ca.us. LA – 12/03/21

**CORRECTIONS SPECIALIST
SUPPLEMENTAL QUESTIONNAIRE AND INSTRUCTIONS:
EXAM #21/80I07/12LA**

1. Please answer the following questions. Completion of the following supplemental questions is REQUIRED and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates to be invited to continue in the examination process. A response of "see resume" or "see application" will deem your responses to the supplemental questions as incomplete. Note: All application materials submitted will be reviewed along with your supplemental questions and County of Monterey application.

☐ I have read and understand these instructions.

2. ___ Yes ___ No Are you willing to work in a noisy, enclosed jail environment that requires interacting with potentially hostile and sarcastic individuals, exposing you to health risks and smells associated with a jail environment, as well as exposure to anti-social inmate behavior?
3. ___ Yes ___ No Are you willing to walk to and from work stations, breakroom and restroom using walkways in sections of the Corrections Operations Bureau that are also used by escorted inmates?
4. ___ Yes ___ No Are you willing to work flexible hours, shifts, weekends, holidays and be subject to holdover and call back duty?
5. Describe in detail any clerical or secretarial position(s) you have held and include information about the duties you performed working in an office environment. Please include the computerized programs you used in these positions.

Print Name

Date