



CUSTODY AND CONTROL SPECIALIST
\$4,359 - \$5,950 per month

Continuous
Priority Screen Date: September 27, 2021
Exam #: 21/80110/08LA

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 works the control towers in the Corrections Operation Bureau. This non-safety position performs work assignments involving the safety and security of inmates through the use and operations of custody-based equipment and has no direct inmate contact.

The ideal candidate will have 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 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:

- Operates a wide variety of jail facility security and safety devices inside control centers.
- Directly operates devices inside control centers controlling the movement of inmates and in such capacity, is directly responsible for the safety and security of inmates and members of the Corrections Operation Bureau staff.
- Assists staff with visitation using speakers and operating cell/housing doors.
- Verifies identity of persons entering and leaving the Corrections Facility.

Visit the Monterey County website to view the complete job description:

<https://www2.co.monterey.ca.us/pages/hr/class-specs/80110.pdf>

THE SUCCESSFUL CANDIDATE

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

Working knowledge of:

- Custody Operations procedures
- Legal terminology to understand court documents effecting inmate status
- Basic record keeping and accounting methods and processes

- Department policies, procedures and directives
- English language including reading, writing, spelling and grammar
- Effective methods of communication including interpersonal communication and the use of tact and discretion with inmates
- Computer software programs such as Microsoft Word and TracNet.

Some knowledge of:

- Proper and safe operation of a wide variety of jail facility and security and safety devices inside control centers controlling the movement of inmates

Skill and Ability to:

- Understand and follow operational procedures, written and oral instructions of a technical nature; comprehend and process new information quickly and accurately; retain relevant information
- Safely operate a wide variety of jail facility security and safety devices inside control centers
- Use computer systems to respond to inquiries regarding status of inmates
- Remain calm and effectively communicate under adverse conditions; perform required duties in an intimidating environment where some potential for physical danger is present
- Respond tactfully, discreetly and effectively to inmates, the public, co-workers and others contacted through the course of work
- Use a variety of office equipment including computer terminals, telephones, intercom system, telecopiers or printers
- Enter data to accurately and retrieve information from a computer system; and complete a variety of jail and court forms
- Locate, read, understand and apply departmental policies and procedures
- Ability to adopt and project the desired philosophy and code of conduct of the Monterey County Sheriff's Office

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:

High school graduation or equivalence; additional legal or law enforcement education is highly desired.

AND

Two years' experience comparable to a Monterey County Office Assistant III in general office management which includes significant public contact, legal or law enforcement experience, or combination of two or more for a total of two years.

CONDITIONS OF EMPLOYMENT

The required conditions of employment include, but are not limited to the following:

- Successfully pass and complete a thorough background/suitability process, which includes a polygraph examination or voice stress analysis, psychological and medical examinations
- Work effectively and remain calm and organized while performing duties in a noisy, enclosed jail environment, exposure to smells associated with a jail environment, as well as exposure to anti-social inmate behavior
- Walk to and from control centers, breakroom and restroom using walkways in sections of the Corrections Operations Bureau also used by escorted and unescorted inmates
- Attend and perform duties on a regular, reliable and consistent basis
- Work flexible hours, shifts, weekends and holidays and be subject to holdover and callback duty
- Wear a uniform
- Provide a telephone number or means by which employee can be reached

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:

As a condition of employment, prospective employees may be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of any criminal convictions. 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:

Monterey County Sheriff's Office

Attn: Human Resources

1414 Natividad Road

Salinas, CA 93906

Phone: (831) 755-3744 or (831) 755-3702

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, Human Resources Analyst, at (831) 7553744 or Aliglr@co.monterey.ca.us. LA-08/26/21

**CUSTODY AND CONTROL SPECIALIST
SUPPLEMENTAL QUESTIONNAIRE AND INSTRUCTIONS:
EXAM #21/80I10/08LA**

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 complete a background investigation, which includes a voice stress analysis or polygraph, psychological and medical examinations?
3. ___ Yes ___ No Are you willing to work shifts, weekends, holidays and be subject to holdover and call back duty?
4. The position requires working with those in the criminal justice field. Describe in detail your experience and training that demonstrates your ability to work within this environment.

Print Name

Date