

County of Monterey SHERIFF'S WORK ALTERNATIVE SPECIALIST

SALARY	\$25.78 - \$35.21 Hourly \$2,062.72 - \$2,817.12 Biweekly \$4,469.23 - \$6,103.76 Monthly	LOCATION	CA 93906, CA
JOB TYPE	Regular Full-Time	JOB NUMBER	23/60G54/09JL
DEPARTMENT	Sheriff-Coroner	DIVISION	Jail Operations and Administration
OPENING DATE	09/08/2023	CLOSING DATE	9/24/2023 11:59 PM Pacific

Position Description



SHERIFF'S WORK ALTERNATIVE SPECIALIST

Final Filing Deadline: September 24, 2023

Exam #: 23/60G54/09JL

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.

The Sheriff's Office seeks Sheriff's Work Alternative Specialists to work in the Corrections Operations Bureau. This non-safety position evaluates and determines job placement of individuals participating in the Sheriff's Work Alternative Sentencing Program; processes, monitors and maintains all records associated with program requirements; and performs other work as required.

The ideal candidate will be able to effectively work with individuals with various social and economic backgrounds. The ideal candidate will be a team player with a strong work ethic, and have the ability to work in challenging conditions.

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

Examples of Duties

- Performs booking and recordkeeping activities, as needed, including photographing, fingerprinting, book and release, computing completion dates, and work site assignments
- Utilizes multiple criminal justice information automated systems to enter, access and retrieve information
- Receives legal documents and papers for processing, examines documents and forms for compliance with established policies and regulations; index, cross-reference and arrange records, documents and correspondence in a variety of files and computerized information systems
- Creates, maintains and monitors manual and computerized files to ensure compliance from enrollment to completion; closes out files according to completion or failure and notify all parties of outcome through established notification guidelines
- Schedules, interviews and screens participants for local placement including assigning worksite, schedules work dates, calculates completion date; notifies and provides participants of the program rules and regulations and repercussions of non-compliance; prepares participant referrals for transfers to out of county/state agencies
- Reviews and processes sentencing orders/booking documents, determines work site eligibility, schedules, interviews and evaluates participant for enrollment into the program based on charges, court disposition and prior enrollment; queries for additional outstanding warrants
- Conducts site checks on participants and site supervisors to ensure program compliance including work safety, misconduct, accurate reporting of records; maintains regular contact with both participants and worksite supervisors to resolve problems; may reschedule, reassign or recommend removal from program participation
- Receives, investigates, reports and takes appropriate action on problems reported towards clients including criminal activities, hazardous conditions, security concerns and violations of program rules and regulations
- Assist worksite supervisor in completing documentation for Workers' Compensation claims for on-the-job injuries of participants; follow up on participant's medical status and address accommodation requests within program and County guidelines
- Recruits and enrolls community non-profit organizations and governmental agencies to provide placement opportunities; informs and monitors organizations for program compliance
- Responds to inquiries from courts, local and out of county/state agencies and the public; may testify in court
- Prepares daily, monthly and annual statistical and financial reports of program bookings, participant hours, completion and/or failure to comply

THE SUCCESSFUL CANDIDATE

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

Working Knowledge of:

- Codes, laws and principles of alternative sentencing services and the functions and procedures of the Sheriff's Office
- California Welfare and Institutions Code, California Penal Code, California Health and Safety, and California Vehicle Code as they pertain to incarceration
- Methods and systems of legal enforcement, corrections and court procedures
- Effective written and oral communications principles and techniques

Some Knowledge of:

- Criminal justice and legal terminology; court ordered and legal documents
- Investigation and interviewing techniques
- Effective customer service principles and techniques
- Report writing and recordkeeping procedures and practices
- Personal computers and related software; law enforcement databases

Skill and Ability to:

- Interpret and apply applicable federal, state and local laws and regulations
- Analyze and process a variety of court ordered and legal documents, records and reports
- Communicate effectively to obtain information through interview or observation
- Gather and analyze facts and make appropriate recommendations

- Maintain accurate, highly organized documentation and records
- Work with minimum supervision and exercise independent judgment; effectively deal with individuals with various social and economic backgrounds
- Maintain confidentiality
- Communicate effectively both orally and in writing
- Maintain cooperative relationships with coworkers, the public and all others contacted through the course of work; respond in a positive manner to supervision and direction; and attend and perform duties on a regular, reliable and consistent basis
- Read, understand and apply common vehicle, penal, health and safety and Government codes and related department policies and procedures
- Operate a personal computer and standard office equipment in the performance of administrative duties; enter, access and retrieve information utilizing a variety of confidential, law enforcement databases
- Testify in court

Examples of Experience/Education/Training

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment is qualifying. An example of a way these requirements might be acquired is:

Education: Completion of two years of college-level coursework at an accredited college or university in criminal justice, business administration, public administration, or a closely related field.

Experience: Two years of clerical or technical experience providing knowledge of the operations and procedures in a criminal or institutional setting that includes independent interpretation and application of routine rules and regulations.

OR

Any combination of work experience and college coursework to total two years.

Additional Information

CONDITIONS OF EMPLOYMENT

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

- Successfully pass a thorough background investigation, which includes a polygraph examination or voice stress analysis
- Provide the department with a telephone number or other means of immediate contact
- Wear uniform or appropriate attire
- Possess a valid California Class C driver license at the time of appointment and possess and maintain a satisfactory driving record or provide evidence of suitable transportation which is approved by the appointing authority
- Be available to work a flexible schedule, including evenings, weekends, holidays, and during times of disaster and/or emergency

BENEFITS:

The County of Monterey offers an excellent benefits package. Please visit our website to view the [Unit J Benefit Summary Sheet](#). 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.

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 September 24, 2023, 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:

Attn: Human Resources

1414 Natividad Road

Salinas, CA 93906

Phone: (831) 755-3744

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**

Applicants who fail to provide all required materials by the final filing deadline will not be considered. 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 Jovany Luna, Human Resources Analyst, at LunaCorreaJ@co.monterey.ca.us or 831-755-5395.

Agency

County of Monterey

SHERIFF'S WORK ALTERNATIVE SPECIALIST Supplemental Questionnaire

*QUESTION 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.

*QUESTION 2

Are you willing to complete a thorough background investigation, which includes a polygraph examination or a voice stress analysis?

Yes

No

*QUESTION 3

Please describe your experience, education and/or training that demonstrates your knowledge, skills, and abilities in performing booking and recordkeeping activities like photographing, fingerprinting, booking and releasing, and computing completion dates.

*QUESTION 4

Please describe your experience, education, and/or training that demonstrate your knowledge, skills, and abilities in creating, maintaining, and monitoring manual and computerized files to ensure compliance from enrollment to completion to include closing out files and notifying all parties of a participant's outcome through established notification guidelines.

* Required Question