

Correctional Officer/ Dispatcher I
\$13.29023- 16.15436 per hour
OR
Correctional Officer Dispatcher II
\$14.53531 - \$17.66778 per hour

Applications will be accepted until positions are filled

An Eligibility Register will be formed for extra-help, part-time and full-time employment. **Preference will be given to females**

Correctional Officer Dispatcher I

Definition

Under supervision, to work in a training capacity, learning to supervise inmates at the County Detention Facility and maintain Facility security; to learn procedures and methods for the care, and confinement of inmates; to oversee work details and leisure activities; to learn to receive and dispatch non- emergency and emergency radio and telephone communications to law enforcement, emergency medical and other public safety personnel as Public Safety Answering Point for the 911 System; to maintain field communications during incidents; to perform general office support assignments; and to do related work as required.

Knowledge of:

Basic knowledge of correctional procedures and inmate control problems; Good public relation techniques; First aid methods and techniques; The general geography of Trinity County; Modern office methods and procedures.

Ability to:

Learn to purposes, methods, and procedures for the care and custody of inmates at the Trinity County Detention Facility; Learn to perform a variety of corrections work; Learn the proper operation and care of telephone, CLETS, computer terminal and voice radio equipment used by the County; Learn the operating policies, procedures, and functions of the Communications Department for receiving, disseminating and processing various types of information for emergency and non-emergency and non-emergency calls for service; Learn to operate the radio communication, computerized systems, and teletype equipment; Read, understand, and interpret laws and regulations regarding operation of the County Detention Facility and dispatching activities and the care and custody of inmates; Gather and organize data and information; Interview and secure information from people; Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies; Think clearly and act calmly in emergency situations; Evaluate situations and respond appropriately; Prepare clear, comprehensive reports; Meet standards of adequate physical statures, endurance, and agility; Learn technical and tactical proficiency in the use and care of firearms if necessary; Work with computerized law enforcement information systems; Operate a keyboard and/or typewriter with sufficient skill to perform booking and report; Preparation assignments and to enter and extract a variety of data and information; Perform a variety of office support work Take and transmit clear and complete directions and information; Effectively, tactfully, and courteously represent the Sheriff Department with the public and other law enforcement agencies; Establish and maintain cooperative working relationship.

Training and Experience

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

Some previous work experience with a correctional system or in position having substantial public contact is highly desirable.

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Requirements:

Completion of a Basic Jail Operations Course approved by S.T.C. must be accomplished within 12months of initial employment.

Completion of P.C. 832 and weapons training is required within 12 months of initial employment.

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Correctional Officer Dispatcher II

Definition

Under supervision, to work in a training capacity, learning to supervise inmates at the County Detention Facility and maintain Facility security; to learn procedures and methods for the care, and confinement of inmates; to oversee work details and leisure activities; to learn to receive and dispatch non- emergency and emergency radio and telephone communications to law enforcement, emergency medical and other public safety personnel as Public Safety Answering Point for the 911 System; to maintain field communications during incidents; to perform general office support assignments; and to do related work as required.

Knowledge of:

Basic knowledge of correctional procedures and inmate control problems; Good public relation techniques; First aid methods and techniques; The general geography of Trinity County; Modern office methods and procedures; Learn the proper operation and care of telephone, CLETS, computer terminal and voice radio equipment used by the County; Learn the operating policies, procedures, and functions of the Communications Department for receiving, disseminating and processing various types of information for emergency and non-emergency and non-emergency calls for service; Learn to operate the radio communication, computerized systems, and teletype equipment; Read, understand, and interpret laws and regulations regarding operation of the County Detention Facility and dispatching activities and the care and custody of inmates; Gather and organize data and information; Interview and secure information from people; Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies; Think clearly and act calmly in emergency situations; Evaluate situations and respond appropriately; Prepare clear, comprehensive reports; Meet standards of adequate physical statures, endurance, and agility; Learn technical and tactical proficiency in the use and care of firearms if necessary; Work with computerized law enforcement information systems; Operate a keyboard and/or typewriter with sufficient skill to perform booking and report; Preparation assignments and to enter and extract a variety of data and information; Perform a variety of office support work Take and transmit clear and complete directions and information; Effectively, tactfully, and courteously represent the Sheriff Department with the public and other law enforcement agencies; Establish and maintain cooperative working relationship.

Training and Experience

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

Some previous work experience with a correctional system or in position having substantial public contact is highly desirable.

Special Requirements:

Completion of a Basic Jail Operations Course approved by S.T.C. must be accomplished within 12months of initial employment.

Completion of P.C. 832 and weapons training is required within 12 months of initial employment.

Possession of, or ability to obtain, an appropriate valid California Driver's License.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST