

Correctional Officer/ Dispatcher I
\$2,303.64-\$2,800.09/Monthly
OR
Correctional Officer Dispatcher II
\$2,519.45-\$3,062.42/Monthly

Applications will be accepted until 4:00 p.m. June 12, 2013

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, custody 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 the 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 calls for service; Learn to operate the radio communications, 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 stature, 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 relationships.

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.

Requirements:

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

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Correctional Officer Dispatcher II

Definition

Under general supervision, to supervise inmates at the County Detention Facility according to laws, regulations and policies of the State of California and Trinity County; To enforce Facility rules and maintain Facility security ; To be responsible for the care, custody and confinement of inmates during an assigned shift; To oversee work details and leisure activities; 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:

Operating policies, procedures and regulations of the Trinity County Sheriff Department for the Detention Facility and Communication Department; State and Federal Laws and regulations related to jail operations, booking procedures and custody of inmates and the transmission/reception of public safety communications. Proper operation and care of telephone, CLETS, computer terminal and voice radio equipment used by the County; Problems related to the care and custody of inmates; Recent court decisions affecting arrest procedures and the handling of suspects and detained persons; Use and care of Department authorized equipment and firearms as assigned; Good public relations techniques; First aid methods and techniques; Computers and software used by the County Detention Facility and Communication Department; The general geography of Trinity County; Modern office methods and procedures.

Ability to:

Perform a wide variety of correctional work and radio communications Operate radio communications, computerized system 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. Train and evaluate the work of others. Interview and secure information from people. Make independent judgments and adopt quick, effective and responsible course of action during emergencies. Think clearly act calmly in emergency situations. Evaluate situations and respond appropriately. Prepare clear, comprehensive reports. Meet standards of adequate physical stature, endurance and agility. Demonstrate 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 relationships.

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:

One (1) year of previous professional law enforcement experience comparable to that of a Correctional Officer/Dispatcher I in Trinity County.

Special Requirements:

Completion of a Basic Jail Operations Course approved by S.T.C.

Completion of P.C. 832 and weapons training.

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

Completion of the Basic Dispatcher Course and possession of a Dispatcher Certification from P.O.S.T.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST