



CIVIL SERVICE COMMISSION
COUNTY OF MADERA
ANNOUNCEMENT OF EXAMINATION

CORRECTIONAL SERGEANT
\$3752 - \$3940 - \$4137 - \$4344 - \$4561/Month

POSITION:

Essential

Functions: Supervise, assign, coordinate, review, and participate in the work of staff responsible for providing correctional facility operations, functions, and activities including operations, transportation, classification/investigation, and jail services.
Answer questions and provide information to the public and inmates.
Perform special job assignments.
Perform the full range of Correctional Officer duties as necessary.

APPLICATION:

Apply: Department of Human Resources, 4th Floor
200 West 4th Street, Madera, California 93637
Phone: (559) 675-7705 or TDD Telephone: (559) 675-8970
24-Hour Job Line: (559) 675-7697
Website: www.madera-county.com

FINAL FILING DATE: MAY 16, 2008 (Official applications must be received by 5:00 P.M. on the final filing date. Postmarks not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ****Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.*** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources.

PHYSICAL:

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

EXAMINATION PROCESS:

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications. ****Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS:

- Knowledge of: Operations, functions, services, and activities of a correctional facility.
Principles of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations.
Problems and issues related to the care and custody of prisoners.
Proper firearm use and maintenance.
Proper use and application of mechanical restraints, soft restraints, and chemical agents.
Basic First Aid principles and practices.
- Skill to: Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.
- Ability to: Supervise, assign, coordinate, and review the work of assigned staff.
Assist with the development and preparation of the assigned budget and control of expenditures.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Maintain records and prepare reports.
Implement and supervise training programs.
Supervise and ensure the proper control and discipline among prisoners.
Analyze situations carefully and adopt effective courses of action.
Communicate with inmates and inmates families.
Interact effectively with individuals from diverse backgrounds.
Effectively represent the Department of Corrections with the public, inmates, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

FOUR YEARS OF CORRECTIONAL OFFICER EXPERIENCE INCLUDING ONE YEAR OF LEAD SUPERVISORY RESPONSIBILITIES COMPARABLE TO THAT OF A CORRECTIONAL CORPORAL WITH MADERA COUNTY; AND EQUIVALENT TO THE COMPLETION OF THE TWELFTH GRADE SUPPLEMENTED BY SPECIALIZED TRAINING IN CRIMINOLOGY, CRIMINAL JUSTICE, OR A RELATED FIELD; AND COMPLETION OF REQUIREMENTS FOR CALIFORNIA PENAL CODE 832 WITH FIREARMS AND CHEMICAL WEAPONRY TRAINING; AND COMPLETION OF BOARD OF CORRECTIONS' CORRECTIONS OFFICER BASIC ACADEMY AND SUPERVISING CORE COURSE; AND POSSESSION OF, OR ABILITY TO OBTAIN, CPR AND FIRST AID CERTIFICATION.

SPECIAL REQUIREMENTS:

Essential duties may require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, and climb; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situations; some positions may require the ability to travel to different sites and locations; availability for shift work.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705 or by visiting www.madera-county.com.

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BENEFITS:

Benefits of employment with the County of Madera include 11 ½ paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); 3% at 55 Safety Retirement (single highest year); County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Correctional Sergeant

April 14, 2008
(08-033)

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.