



MENDOCINO COUNTY EMPLOYMENT OPPORTUNITY

DEPUTY SHERIFF CORONER II

\$3334 - \$4052/MO.

\$3504 – \$4258/MO. W/Intermediate Cert

\$3669 - \$4461/MO. W/Advanced Cert

FINAL FILING DATE: Continuous*

*Continuous recruitments are subject to close at any time without notice.

JOB BULLETIN # 05-081

Supercedes 04-075

THE POSITION

Primary responsibility is patrolling an assigned area for the prevention of crime and the enforcement of laws and regulations; writing reports; responding to calls; performing specialized technical, administrative and/or investigative assignments; and maintaining order and security in and about the courts of the County. Maintains laws and order within the jurisdiction. Responds to radio messages, telephone instructions and/or citizens requests to appear at scenes of disorder or crime. Conducts preliminary or follow-up investigations of various, major crimes, including rape, robbery, homicide, narcotics distribution or other incidents; collects and preserves evidence associated with crimes; interviews victims, witnesses, suspects, etc.; arrests suspects; photographs crime scenes; prepares reports. Collects statements from witnesses and physicians for identification and certification of death; investigates human deaths; identifies and notifies next of kin and/or the appropriate County representative of deaths. Testifies in court in connection with criminal prosecutions. Assists other agencies on special assignments. Assists in solving problems as they occur in the field. Assists with crowd control, parade and riot work. Assists with problems of juvenile delinquency. Assists in public education programs. Performs higher level duties in a training capacity. Performs related duties as required.

JOB REQUIREMENTS AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job satisfactorily. The requirements listed below are representative of the knowledge skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Knowledge of:** Knowledge of current law enforcement policies, practices and methods. Applicable state, federal and local ordinances, laws, rules and regulations Record keeping, report preparation, filing methods and records management techniques. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Training staff in position functions. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols. **Mental and Physical Abilities:** Ability to establish and maintain effective working relationships with a variety of individuals. Ability to analyze situations, identify potential risks or problems and respond with an appropriate, responsible and effective course of action. Ability to demonstrate an acceptable level of skill and proficiency in the use of firearms. **Education and Experience:** A combination of education and experience that would demonstrate possession of the knowledge and ability listed above. An example of qualifying education and experience would be High School diploma or GED; and, one year of experience as a Deputy Sheriff-Coroner I with the Mendocino County Sheriff's Office, or equivalent with another California law enforcement agency; and, must successfully pass criminal history and other background checks; must not be prohibited from owning or possessing firearms. Possession of a valid and current regular basic course completion certificate issued by a training institution certified by the California Commission on Peace Officer Standards & Training (POST); or, Ability to successfully complete a POST certified basic course re-qualification program; and any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Valid Driver's License - Class "C" or better. CPR

SELECTION PROCEDURE

*Continuous recruitments are subject to close at any time without notice. Candidates meeting the job requirements as stated above will be invited to a Qualification Appraisal Panel (QAP) exam to be weighted at 100. The score achieved at the QAP will be used for the rating of the candidates. A passing mark of 70 must be attained for placement on the eligibility list. The exam will be designed to test the candidate's knowledge, experience, personal characteristics and general suitability for this assignment. *Special Testing:* If you require special testing arrangement to accommodate a disability or religious conviction you must contact Human Resources prior to the test date to make your requirements known. You must provide enough advance notice to allow Human Resources to properly review and evaluate your request. Phone Human Resources at (707) 463-4261 to discuss needed arrangements.

SPECIAL REQUIREMENTS

Eligibility is contingent upon successful completion of a background investigation including fingerprinting and a polygraph examination. Employment is contingent upon successful completion of a pre-employment physical including a psychiatric exam and drug screening. Each applicant must be in good general physical and mental condition, free from disease or defects that would interfere with the satisfactory performance of the required duties.

UNIFORM ALLOWANCE

Those employees that are required to wear and maintain a uniform shall receive quarterly a uniform allowance of \$175 (\$187.50 for resident officers). Payment for uniform allowance shall be made in a check/warrant separate from payroll. **PROBATION:** Each employee will be subject to a one-year probationary period. **WORKING CONDITIONS:** Appointees are required to provide and wear the standard uniform of the Sheriff's Department. Deputies will be subject to call at any time of the day or night, including Sundays and holidays. Shifts and days off will be rotated.

To obtain requisite application contact: Human Resources, 579 Low Gap Road, Ukiah, CA 95482. (707) 463-4261; Job Line (707) 463-5424; FAX (707) 468-3407; TDD (800) 735-2929; or website: www.co.mendocino.ca.us/hr 06/01/05

24-HOUR JOB LINE

(707) 463-5424

E-mail: HumanResources@co.mendocino.ca.us

www.co.mendocino.ca.us/hr

APPLY TO: Mendocino County Human Resources Department

579 Low Gap Road

Ukiah CA 95482

707/463-4261 w/TDD 800/735-2929

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER