



CONTRA COSTA COUNTY

HEALTH SERVICES DEPARTMENT

Personnel Services • 1320 Arnold Drive • Martinez, CA 94553-6537
(925) 957-5240 • TTY or TDD (800) 735-2929
24-hour Job Hotline (925) 335-1700
www.cchealth.org/jobs

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A great place to live...

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FINAL FILING DATE: Continuous

APPLICATION CUTOFF QUARTERLY TESTING: November 12, 2010

PHYSICAL AGILITY: December 4, 2010

DEPUTY SHERIFF-RECRUIT

ACCEPTING VALID P.O.S.T. "T" SCORES OF 42 OR HIGHER

(Valid "T" score must be within 12 months of the application cutoff date)

Monthly Salary \$ 3,551

THE POSITION

Contra Costa County Deputy Sheriff-Recruits have an exciting and challenging opportunity to pursue a career in law enforcement. Prior law enforcement experience is not required. Appointees will be assigned to attend a Basic Academy approved by the California Commission of Peace Officer Standards and Training (POST). The Basic POST Academy program involves 26 weeks of intensive academic instruction on law enforcement procedures combined with a rigorous physical fitness-training segment. **Upon successful completion of the Basic POST Academy, Deputy Sheriff-Recruits will graduate, be sworn in as Peace Officers, and will receive a salary increase to the first step of the Deputy Sheriff salary range (\$5451 - \$6791).**

The first permanent assignment will be in the Custody Services Bureau, Detention Division. Detention presents an excellent opportunity to sharpen the skills learned in the Academy and to develop communication skills that will prove beneficial in a law enforcement career. Working in Detention prior to patrol is a tremendous advantage. Deputies become familiar with the criminal element in a controlled environment.

Individuals not possessing a valid California POST Entry-Level Law Enforcement Test Battery "T" score can register to take the POST written examination with the Contra Costa County Office of the Sheriff at www.cocosherriff.org for any of the following designated written test dates:

- October 5, 25, 27, 2010
- November 8, 10, 16, 18, 2010
- December 8, 15, 2010

MINIMUM QUALIFICATIONS

License Required: Possession of a Valid California Motor Vehicle Operator's License.

Education: Possession of a high school diploma, G.E.D. Equivalency or a high school proficiency certificate.

Citizenship: Be a citizen of the United States.

Age Requirement: Must be 21 years of age at the time of appointment.

Background Requirements: (1) A polygraph examination and thorough background investigation. The County Medical Consultants shall conduct the psychological testing and medical exam utilizing specification of the State of California Commission on Peace Officer Standards and Training. (2) Shall not have been convicted of a felony in this or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state.

SELECTION PROCESS

1. **Application Filing:** Applicants are encouraged to apply on-line at www.cccounty.us/hr, or, by completing a Contra Costa County application, a valid "T" score obtained within the last 12 months and a supplemental questionnaire must be received or postmarked by the application cut-off date as noted above. An application may be obtained by visiting the Human Resources Department at 651 Pine St., 2nd floor, Martinez, CA 94553. Please see HOW TO APPLY on the reverse side of this announcement for additional locations to apply. Applications, valid "T" scores and supplemental questionnaires received after the application cut-off period will not be accepted (NO EXCEPTIONS).

2. **Physical Agility Requirements:** Qualifying candidates will be scheduled for a physical agility test (Pass/Fail).

3. **Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%). Rank on the eligible list is determined by the Qualifications Appraisal Board average oral board score and any veteran's credit for which individual competitors may qualify. Applicants' scores are grouped into Certification Bands. Scores between 83 to 100 are placed in Band A; scores between 77 to 82.99 are placed in Band B; and scores between 70-76.99 are placed in Band C. The eligible list established from this recruitment will remain in effect for six months.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations.

OPEN ONLY: 10/04/10 TM/TW/nos

Exam Number: 6X7A-2010B

DEPUTY SHERIFF-RECRUIT

AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION

BENEFITS & APPLICANT INFO

CONTRA COSTA COUNTY

Contra Costa County's 750 square miles are located ideally near the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting and shares in California's continuing growth. Over 850,000 residents reside in the varied suburban, industrial, agricultural and port areas of the County and enjoy outdoor recreational facilities ranging from boating, water skiing, fishing in the Bay and Delta waterways, to golfing, hiking, horseback riding and camping in Mt. Diablo State Park. Cultural resources include numerous local theatre, art and music centers as well as vast cultural and recreational resources in Oakland, San Francisco and the East Bay. Colleges include Saint Mary's, John F Kennedy University and three community colleges-Los Medanos (East County), Diablo Valley (Central County) and Contra Costa College (West County). The Berkeley Campus of the University of California is within an hour's drive from the County Seat of Martinez.

EMPLOYMENT INFORMATION

WHO MAY APPLY - Applicants must possess the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to providing equal employment opportunity and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

HOW TO APPLY - Apply on-line at www.cccounty.us/hr If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-984-4636, or the Richmond Public Library at 510-620-6557. With a library card, you may also reserve a computer in advance by phoning the Contra Costa County Library or visiting the website <http://www.ccclib.org/> and by visiting the Richmond Public Library website <http://www.ci.richmond.ca.us/index.asp?NID=105>. You may also apply on-line and receive a full range of services to help you find a job at any of the EASTBAY-Works One-Stop Career Centers. Visit their website at: <http://www.ehsd.org/work/work010.html>

Paper application forms may be obtained from the Human Resources Department, or by calling (925) 335-1700. Completed applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant's responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the upper left hand corner. For applications and filing information call: (925) 335-1700.

VETERANS' PREFERENCE CREDITS - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST provide a DD214, which indicates honorable discharge, and if applicable, proof of disability, WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

SENIORITY CREDITS - Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and will make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

EMPLOYEE BENEFITS

SALARY - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Resolutions of the Board of Supervisors.

WORKING CONDITIONS - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

EARNED TIME OFF - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

AGENCY SHOP REQUIREMENTS - Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

INSURANCE - Eligible employees may select health and/or dental plans which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

RETIREMENT AND DEFERRED COMPENSATION - The County retirement program includes the benefits under the County Employees Retirement Law of 1937 and Social Security. A deferred compensation plan is available at the employee's option.

EMPLOYEE WELLNESS - The Employee Wellness Program is a countywide health promotion program designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

CREDIT UNION - Offers systematic savings and loans at low interest.

DRUG/SMOKE FREE WORKPLACE - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees.



CONTRA COSTA COUNTY
HUMAN RESOURCES DEPARTMENT
651 Pine Street, 2nd Floor
Martinez, CA 94553-1292

CONTRA COSTA COUNTY
DEPUTY SHERIFF-RECRUIT
SUPPLEMENTAL QUESTIONNAIRE

Your responses to the questions below will be used to determine your eligibility to participate in the Deputy Sheriff-Recruit examination. Please respond to all questions based on what is indicated in the minimum qualifications. Sign, date, and print your name at the bottom of this form, and attach it to your application. **Applications received without the Supplemental Questionnaire will not be accepted.**

1. Are you a United States Citizen?

- Yes
 No

2. Do you possess a valid California driver's license or out-of-state valid motor vehicle operator's license? If yes, you must provide the number, state and expiration date.

- Yes
 No

Number: _____ State: _____ Expiration Date: _____

3. Do you possess a high school diploma, G.E.D equivalency, or high school proficiency certificate?

- Yes
 No

4. Do you possess a T-score? If yes, you must submit proof of a documented T-Score of 48 or higher received within the past 12 months at the time of application

- Yes
 No

5. Have you taken the examination for Deputy Sheriff-Recruit within the past six (6) months?

- Yes
 No

6. Are you at least 20 ½?

- Yes
 No

7. Available start date _____

Candidate Signature _____

Print your Name _____

Date _____

