

*An Invitation to apply*



# Correctional Officer/Matron

Calaveras County Sheriff's Department

**Calaveras County**

**FFD: Open Until Filled**

## **County Mission Statement:**

*The mission of Calaveras County Government is to provide service, infrastructure and leadership necessary to advance a safe community, maintain a high quality of life, and to protect personal liberties for all of its citizens.*

Calaveras County  
Human Resources  
891 Mountain Ranch Road  
San Andreas, CA 95249  
24-hour job line: 209-754-6332  
Office: 209-754-6303  
Fax: 209-754-6333  
E-mail: [hr@co.calaveras.ca.us](mailto:hr@co.calaveras.ca.us)  
[www.co.calaveras.ca.us](http://www.co.calaveras.ca.us)

[SHERIFF'S DEPARTMENT WEBSITE](http://www.co.calaveras.ca.us)

\$16.85 /hr.  
**EXTRA-HIRE**

Experienced Correctional Officers /Matrons needed part-time/on-call to guard and supervise prisoners in the county jail facilities and to do related work as required.

Correctional Officers and Correctional Matrons perform the same duties, with the exception that the latter deals with female prisoners in accordance with the law.

Must possess a California CORE certificate for jail operations and successfully completed the PC 832 firearms course.



Click for  
County  
Application



## **MINIMUM QUALIFICATIONS**

### **Ability to:**

Demonstrate an aptitude for correctional work; with the ability to learn, understand and apply departmental and other applicable laws and regulations; learn standard broadcasting procedures of a police radio system; make independent decisions and adopt quick, effective and reasonable courses of action.

### **Skill to:**

- Wrote clear and comprehensive reports.
- Prepare and maintain required records and forms.
- Understand and carry out oral and written directions.
- Maintain security watch of prisons.
- Receive and record personal property taken into custody
- Recommend work assignments for prisoners, inclusive of supervising trustees in the performance of routine custodial work.
- Supervise feeding of prisoners and dispensing of prescribed medications.
- Relieve the communications desk and assist with routine clerical duties.
- Receive bail money and prepare and deliver receipts.
- Transport prisoners as assigned.
- Establish and maintain cooperative relationships with others.

### **License/Certificates**

Possession of a valid California Driver's License.

### **Education and Experience:**

Equivalent to graduation from high school. Must possess the California CORE certificate for jail operations and successfully passed the PC832 firearms course.

## **APPLICATION AND SELECTION PROCESS**

Interested individuals must submit the following:

### **Calaveras County application**

All applicants will be invited to take a written examination. Those applicants who receive a passing score on the written examination will be invited to an oral interview.

Following successful completion of the oral interview, a background investigation that will include a computer voice stress analysis examination will be completed on the top candidates. All applicants who successfully complete the background investigation will then be scheduled for a psychological examination. In addition, a fit for duty medical examination will be completed. Successful completion of all phases of the County's testing process is required.

### **Final Filing Date:**

Apply Immediately! Positions are open until filled

## **SHERIFF'S DEPARTMENT – MISSION STATEMENT**

*The mission of the Calaveras County Sheriff's Department is to provide competent, effective public safety services to all persons with the highest regard for human dignity through efficient, professional, and ethical law enforcement and crime prevention practices.*

*As the chief law enforcement officer of the County, the Sheriff is responsible to: preserve the peace and prevent crime; investigate public offenses which have been committed; arrest persons who attempt to commit or who have committed a public offense; attend to the courts and act as the court crier; obey the lawful orders and directions of the courts held within the County; take charge of the County jail and the prisoners in it; and serve all process and notices in the manner prescribed by law.*