



# EMPLOYMENT OPPORTUNITY

## CORRECTIONAL CORPORAL

**NOTE:** This classification is not covered by Social Security which may result in a possible reduction in future Social Security benefit entitlement.

### **SALARY AND BENEFITS**

\$25.44-\$33.61 per hour, plus benefits

### **FILING DEADLINE**

**Continuous**

### **DUTIES AND RESPONSIBILITIES**

*The Correctional Corporal's primary responsibility is to supervise, evaluate, and train Correctional Deputies in order to ensure the safe and orderly operation of the County jail. The major duties of the job include:*

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
- Ensure that policies, procedures and general orders pertaining to jail operations are followed by subordinates.
- Provides direct and indirect supervision of inmates and Correctional Deputies in the County jail and court holding facility.
- Ensures Correctional Deputies maintain a safe and secure environment within the jail to ensure the safety of the inmates, the officers, and the public.
- Ensures inmates are cared for in accordance with the Constitution, state laws and regulations, and department policy.
- Review all new bookings into County jail to ensure inmates are suitable for acceptance based on appropriate probable cause, arrest warrant, medical/mental health conditions.
- Supervise Correctional Deputies to ensure inmate access to all of the following: Courts and counsel, mail, clothing, bedding, and hygiene, recreation, visiting, telephone, commissary, education, grievances, and other inmate programs
- Reviews, researches, and reconciles problems, grievances and other complaints within and against the correctional facility.
- Assists in the maintenance and development of unit and/or divisional policies, procedures and operations.
- Ensures Correctional Deputies conduct regular and unscheduled safety checks of inmates in housing units, sobering cells, or the safety cell.
- Monitors and assists in the enforcement of discipline over correctional facility inmates.
- Searches, examines and instructs inmates during and upon admission to the facility
- Transports inmates to and from court or other locations as required.
- Perform routine clerical work as required

**MINIMUM QUALIFICATIONS: MUST MEET ALL HIRING, CONTINUING EMPLOYMENT, AND PROMOTIONAL REQUIREMENTS AS DEFINED IN THE PRISON RAPE ELIMINATION ACT. 28 CFR PART 115.**

**Experience:** Eighteen (18) months of responsible related experience as a Correctional Deputy with the Lassen County Sheriff's Office or equivalent.

**Education:** Equivalent to the completion of the twelfth grade.

**License:** Possession of, or ability to obtain a valid California Driver's license.

**Additional requirements:**

Must meet the minimum standards to be a peace officer as defined in the California Government Code Section 1031.

Must have successfully completed a probationary period as a local Correctional Deputy.

Must have successfully completed the POST 832 PC course and the Adult Corrections Officer Core Course.

Must be able to possess a handgun in accordance with State and Federal Laws.

Must be able to meet agency firearms qualification standards education and experience.

**SELECTION PROCESS**

Application materials will be reviewed, and the best qualified applicants will be invited to participate in an oral board examination.

**HOW TO APPLY**

The Lassen County application is available from the Personnel Office listed below, or by visiting our website at <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel  
221 South Roop Street  
Susanville, California 96130

☎(530) 251-8320 ☎

Opened: April 27, 2023

**GENERAL INFORMATION**

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires a pre-employment physical which includes drug screening for this position.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process. Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.