

# COUNTY OF GLENN



## Sheriff's County Services Officer

**Deadline to Apply: Friday, May 31, 2024**

**COMPENSATION:** \$21.12-\$25.68 per hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

**Applications must include :**

- Glenn County Employment Application                      - Resume                      - Cover Letter

**Interview Date: Wednesday, June 12, 2024**

This position is a working level civilian class in law enforcement, performing a variety of non-sworn duties in support of law enforcement activities. Incumbents may perform civil, code enforcement, and criminal services including a variety of routine to more complex non-sworn law enforcement and crime prevention work including patrolling assigned areas, answering calls for service and complaints, serving civil papers, providing court room security; and enforcing local ordinances related to public safety and welfare. As a County Services Officer they will enforce Division 14 of the Agricultural Code of the State of California and enforce the County ordinance governing the animal and rabies control program, in an effort to maintain public safety and welfare. This position is scheduled for forty (40) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate should be skilled in dealing with the public in difficult situations as well as a willingness to handle and control animals which may be aggressive, injured or ill.

### **JOB DUTIES**

- Enforce Title 8 of the County Code and Division 14 of the California Agricultural Code pertaining to animal control and treatment.
- Prepares various reports and case files on investigations, issues citations and warnings for violations of ordinances; files charges with District Attorney as appropriate; testifies and presents evidence in court.
- Process and serve documents involved in civil actions including summons, complaints, claims of plaintiffs and orders; declarations and orders of examinations, Notice of Entries of Judgments, civil and criminal subpoenas, Notice to Vacate Premise and process writs of execution including the preparation of orders for wage garnishment.
- Performs general office work as required, including but not limited to preparing reports, maintaining records and files, and entering computer data.

Refer to the **job description** for a full list of duties.

**About Glenn County:** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## **MINIMUM QUALIFICATIONS**

### **EXPERIENCE:**

One year working in a criminal justice setting is desirable. One year of experience working with animals is desirable.

### **EDUCATION:**

High school diploma or GED equivalent.

### **LICENSE OR CERTIFICATE:**

Possession of, or ability to obtain, an appropriate, valid California driver's license. Possession of, or ability to obtain, P.O.S.T. Section 832 Certification. Possession of Certificate of Completion for the CSO Course or the ability to compete the course within one year of hire.

## **IMPORTANT APPLICATION INFORMATION**

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, May 31, 2024.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

### **THE SELECTION PROCESS:**

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits).

## **COUNTY OF GLENN JOB OPPORTUNITIES**



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.