

SHERIFF'S COUNTY SERVICES OFFICER

DEFINITION

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 an animal control officer he/she 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Patrol the County for enforcement of ordinances, issue citations for violations of such, take less complex police reports, participate in the Glenn County Sheriff's Office Agricultural Crime Enforcement unit, provide security at various locations, protect and process crime scenes, testify in court, assist in organizing and presenting community outreach programs such as crime prevention programs and Citizen Corps activities, assist with County search and rescue operations, may serve in alternate assignments as needed.

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 Rental Premise and process writs of execution including the preparation of orders for wage garnishment.

As an animal control officer shall 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.

Works with other law enforcement agencies in matters related to the investigation of crimes and apprehension of offenders.

Performs general office work as required, including but not limited to preparing reports, maintaining records and files, and entering computer data.

Participates in other special projects and programs as assigned.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, codes and regulations.

Procedures, methods and techniques of civil process service.

Principles and practices in legal and administrative procedure.

Various breeds of dogs, cats and other domestic animals, including livestock.

Principles of licensing, controlling and disposing of animals.

Normal and abnormal animal behavior, and symptoms of animal abuse.

Principles and practices of record-keeping and reporting.

Ability to:

Learn, interpret, apply and enforce pertinent laws, policies, rules, and regulations.

Understand and follow oral and written instructions.

Work under stressful or dangerous conditions, often involving personal risk or risk to others.

React quickly and calmly in emergency situations.

Physically pursue, apprehend and control animals of varying sizes and weights.

Deal courteously, yet firmly and effectively, with the public in enforcement situations.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

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

Training:

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.

Classification Code:	5231000
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	307