



LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

Administration
Phone: (530) 251-8013
Fax: (530) 251-2884

Dispatch
Phone: (530) 257-6121
Fax: (530) 257-9363

Civil
Phone: (530) 251-8014
Fax: (530) 251-2884

Adult Detention Facility
Phone: (530) 251-5245
Fax: (530) 251-5243

Dean F. Growdon
Sheriff - Coroner

To: Lassen County Board of Supervisors
From: Dean F. Growdon, Sheriff-Coroner
Date: 11/01/23
Agenda Date: 11/14/23

A handwritten signature in black ink, appearing to be "D. Growdon", written over the "From:" and "Date:" lines.

Subject-

Approval of new job description for Community Services Officer (Civil)- part-time with benefits.

Discussion:

During the last few hiring cycles for the position of Community Services Officer (Civil), the Lassen County Sheriff's Office has had trouble finding qualified applicants to fill the full-time position. Based on our analysis of this position, we believe we may be more successful filling this position with part-time benefited personnel. The approval of this job description will give us the flexibility to fill the position with one full time employee, or, one or two part time employees, depending on workload and the applicant pool.

I have consulted with the Lassen County Peace Officer's Association Bargaining Unit as well as the Lassen County Personnel Director regarding these proposed changes. Both have agreed to the proposed changes.

Fiscal Impact:

There will be budgetary savings associated with filling the position with a part-time employee.

Recommendation:

That the Board of Supervisors approve the job description for the position of- Community Services Officer (Civil)- part-time with benefits.



COUNTY OF LASSEN
JOB DESCRIPTION

| | | | |
|----------------|---|-------------|------------|
| Class Title: | Community Services Officer (Civil) Part-time with Benefits | CLASS CODE | SH20 |
| Department: | Sheriff's Office | UNIT | LCPOA-A |
| Reports to: | Various | FLSA Status | Non-Exempt |
| Board Approval | 11/14/23 | RANGE | 15 |

JOB SUMMARY

Under direction, employees in this class perform varied and non-sworn Law Enforcement work with emphasis on the Sheriff's Department civil processes; community outreach; information collection; and record keeping of fiscal and statistical records. Employees within this class are distinguished from the Account Clerk series by the performance of work requiring use of accounting and finance rather than bookkeeping and the ability to properly interpret written lawful statutes pertaining to the Civil process. Receives, reviews, and prepares for Service for all mandated processes, writs, summons, warrants, and notices (both civil and criminal) issued in the course of judicial proceedings. Documents and maintains active and closed Department actions taken on civil processes. Collects, records and disburses funds and property held in custody. Prepares financial statements, documents, analyses and reports; maintains accounting records, reports and systems or computer-based accounting systems.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

May be responsible for directing other staff in civil matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Receive, review and issue mandated civil processes for service.

Receive, account for and properly disburse civil funds and property held by the Department.

Perform the maintenance of journals and subsidiary ledgers, general ledgers, tax billing, accounts receivable, payable, and/or similar accounting records.

Perform bookkeeping, finance, or record-keeping work for Civil Processes.

Prepare and maintain computerized financial spreadsheets on a personal computer for ledgers, trusts and statistical records; prepare reports from spreadsheets summarizing information and financial records of Court actions.

Review and audit legal documents received from Courts and private attorneys for accuracy and compliance with Civil process laws; provide technical information and support to persons seeking civil actions or attempting civil actions.

Balance financial information system controls; balance and post cash receipts, payments and registers; and balance various other statistical and financial transactions with source documents and controls.

Compile statistical data and prepare reports or summaries for submission to other departments in the County or outside agencies.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Community Services Officer (Civil) Part-time with
Benefits 11/14/23



COUNTY OF LASSEN
JOB DESCRIPTION

Perform other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and education that will meet the requirements of the job. A suggested way to meet the requirement is:

Experience:

One year of responsible experience performing duties similar to that of an Account Clerk with Lassen County.

Training:

Equivalent to the completion of the twelfth grade. Supplemental college level coursework in accounting or a related field is preferred.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and procedures of governmental bookkeeping and accounting.

The application and operation of common word processing and spreadsheet software used on personal computers.

Modern office procedures, practices, systems and equipment as applied to accounting and record-keeping operations.

Laws, ordinances, rules and regulations affecting accounting and Court processes and law enforcement in support of the Department.

Civil and criminal laws as they pertain to the issuance of writs, warrants, etc.

Accountability of property and funds held in the custody of the Department.

Ability to:

Interpret and take independent action to comply with Court orders.

Collect, account for, and disburse civil monies and property.

Perform advanced journey level accounting clerical work such as accounts payable and accounts receivable.

Post and make mathematical computations and highly detailed work.

Operate a variety of office machines and computer equipment, including computer-based spreadsheet and accounting systems.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Ability to work cooperatively with other employees.



COUNTY OF LASSEN JOB DESCRIPTION

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.