



LASSEN COUNTY SHERIFF'S OFFICE

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Phone: (530) 257-6121
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Dean F. Growdon
Sheriff - Coroner

To: The Lassen County Board of Supervisors

From: Mike Carney, Captain

Date: 5/1/23

Agenda Date: 5/9/23

Subject-

Changes in job descriptions for Community Services Officer- Part time Background Investigator/Training Compliance and Community Services Officer- Civil.

Discussion:

During the last hiring cycle for the above mentioned jobs, the Lassen County Sheriff's Office has had trouble in finding qualified applicants to fill these positions. Several applicants were screened out for not meeting the minimum qualifications for the positions, or simply did not apply based on the current requirements. The Sheriff's Office has reviewed the current job descriptions for both of these positions and have deemed it necessary to make some minor changes. The changes are as follows:

Community Services Officer- Part Time with Benefits- Backgrounds and Training Compliance-

Under the Experience line in the "Minimum Qualifications Required" section, the current job description requires:

Three years' experience working in Human Resources assisting with designing, implementing and monitoring employee development processes, programs and policies, training compliance and staff relations and/or two years of experience as a supervisor, investigator or above is qualifying. At least two years of the required experience must be with a law enforcement agency, social service organization and/or in the human resources department of an organization.

The Sheriff's Office would like to propose the following changes to the Experience line in the "Minimum Qualifications Required" section to read:

Experience working in Human Resources, social services or law enforcement where duties consist of investigation, report writing, or other relevant research experience is preferred.

Community Services Officer- Civil-

Under the Experience line in the "Minimum Qualifications Required" section, the current job description requires:

Two years of responsible experience performing duties similar to a Senior Account Clerk with Lassen County. One year of the required experience must have been in the Lassen County Sheriff's Department or similar law enforcement organization.

The Sheriff's Office would like to propose the following changes to the Experience line in the "Minimum Qualifications Required" section to read:

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

By making these minor changes, we feel that we will solicit more interest from individuals that are seeking an employment opportunity with the Lassen County Sheriff's Office.

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 is no Fiscal Impact.

Recommendation:

That the Board of Supervisors approve the changes in the current Community Services Officer- (Part time Background Investigator/Training Compliance) and Community Services Officer- (Civil) job descriptions.



COUNTY OF LASSEN
JOB DESCRIPTION

Class Title:	Community Services Officer – Part-Time with Benefits (Backgrounds/Training Compliance)	CLASS CODE	SH20
Department:	Sheriff's Department	UNIT	LCPOA-A
Reports to:	Sheriff's Captain or Designee	FLSA Status	Non Exempt
Board Approval		RANGE	15

JOB SUMMARY

Under general direction, employees in this class perform varied and non-sworn Law Enforcement work with emphasis on Sheriff's Department background investigations, training compliance and prevention. Conducts and ensures the completion of background investigations for public safety positions (that must conform to Peace Officer Standards and Training (POST) guidelines), non-sworn personnel and volunteers. Assists with the coordination, organization and implementation of training programs for sworn personnel, per POST requirements and legislative mandates.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Sheriff Captain or Designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works independently to conduct all investigative components in the POST guideline background process;
- Obtains and reviews background interview forms checking for inconsistencies, errors, omissions, falsifications and minimum requirements;
- Obtains and reviews records from the Federal Bureau of Investigation, Department of Justice, and State and Municipal law enforcement records where candidate has resided and/or worked to determine if candidate was a witness, victim, suspect or perpetrator of any crime;
- Obtains and reviews reports from credit reporting agencies to evaluate candidate's history of responsibility to financial obligations;
- Conducts face-to-face and phone interviews with employers, coworkers, neighbors, law enforcement officials, military personnel, members of the Candidate's family and personal references;
- Makes additional inquiries to assist in determining credibility of statements;
- Writes clear and concise reports and ensures all reports are compliant with POST guidelines and requirements.
- Prepares detailed summary of adverse information based upon objective analysis and evaluation of candidate's background and interviewee statements as measured against the requirements standards provided by POST;
- Meets regularly with management to update them on the status of investigations;
- Provides clerical support to the Training Manager including, but not limited to, coordinates and organizes training thru email and over the phone, prepares spreadsheets and reports,



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JOB DESCRIPTION

maintains certification records and course rosters and updates the Department Training Plan as necessary;

- Builds, maintains, and updates POST approved courses;
- Maintains training certification records;
- Builds and maintains positive working relationships with co-workers, other county employees, law enforcement agencies, the community and POST; and
- Must be able to perform other CSO duties in the absence of other CSO's including but not limited to: evidence management, civil, youth services, payroll etc.
- Other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience

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

Education

Equivalent to the completion of the 12th grade. Supplemental college level coursework in criminal justice, social work and/or human resources is preferred.

Experience

Three years' experience working in Human Resources assisting with designing, implementing and monitoring employee development processes, programs and policies, training compliance and staff relations and/or two years of experience as a supervisor, investigator or above is qualifying. At least two years of the required experience must be with a law enforcement agency, social service organization and/or in the human resources department of an organization.

Minimum Age

Must be at least 18 years of age at the time of appointment.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license and satisfactory driving record throughout employment.

Must successfully pass an extensive background check and drug screen.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Positive selection standards as set forth by departmental procedures and Peace Officer Standards and Training (P.O.S.T.) documentation;
- Confidentiality laws and issues to ensure the integrity and personal privacy of the candidate;
- Principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of the investigation and/or investigation file;
- Principles and procedures of investigative report writing;
- Principles and procedures of record keeping;
- Principles and procedures of effective facilitation;



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- Application and operation of common word processing and spreadsheet software used on personal computers;
- Modern office procedures, practices, systems and equipment;

Ability to:

- Learn, interpret, and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Analyze complex ideas, simultaneously consider numerous facts, compare and interpret information, recognize and examine discrepancies, develop pertinent follow-up questions and draw logical conclusions based upon all information received;
- Manage time to prioritize job assignments to ensure timely completion;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Collect, organize and maintain program records;
- Exercise independent judgment and demonstrate personal initiative;
- Demonstrate cultural sensitivity;
- Demonstrate effective interpersonal skills;
- Work cooperatively as part of a team;
- Remain calm and focused during investigative interviews;
- Remain objective based on information obtained thru the investigation process;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Travel as required, including occasional, overnight travel.

PERSONAL ATTRIBUTES

The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethic
- willingness to work various hours, rotating shifts, weekends and holidays

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 individual 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 is frequently required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access to 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



COUNTY OF LASSEN JOB DESCRIPTION

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. Employee is occasionally required to travel.



COUNTY OF LASSEN
JOB DESCRIPTION

Class Title:	Community Services Officer – Part-Time with Benefits (Backgrounds/Training Compliance)	CLASS CODE	SH20
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Board Approval		RANGE	15

JOB SUMMARY

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SUPERVISION RECEIVED AND EXERCISED

Receives direction from Sheriff Captain or Designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works independently to conduct all investigative components in the POST guideline background process;
- Obtains and reviews background interview forms checking for inconsistencies, errors, omissions, falsifications and minimum requirements;
- Obtains and reviews records from the Federal Bureau of Investigation, Department of Justice, and State and Municipal law enforcement records where candidate has resided and/or worked to determine if candidate was a witness, victim, suspect or perpetrator of any crime;
- Obtains and reviews reports from credit reporting agencies to evaluate candidate's history of responsibility to financial obligations;
- Conducts face-to-face and phone interviews with employers, coworkers, neighbors, law enforcement officials, military personnel, members of the Candidate's family and personal references;
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Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license and satisfactory driving record throughout employment.

Must successfully pass an extensive background check and drug screen.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Positive selection standards as set forth by departmental procedures and Peace Officer Standards and Training (P.O.S.T.) documentation;
- Confidentiality laws and issues to ensure the integrity and personal privacy of the candidate;
- Principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of the investigation and/or investigation file;
- Principles and procedures of investigative report writing;
- Principles and procedures of record keeping;
- Principles and procedures of effective facilitation;
- Application and operation of common word processing and spreadsheet software used on personal computers;
- Modern office procedures, practices, systems and equipment;



COUNTY OF LASSEN JOB DESCRIPTION

Ability to:

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- Collect, organize and maintain program records;
- Exercise independent judgment and demonstrate personal initiative;
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- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Travel as required, including occasional, overnight travel.

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COUNTY OF LASSEN JOB DESCRIPTION

Class Title:	Community Services Officer (Civil)	CLASS CODE	SH20
Department:	Sheriffs Department	UNIT	LCPOA-A
Reports to:	Various	FLSA Status	Non Exempt
Board Approval	9/20/2005, Revised 11/27/12	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.



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:

Two years of responsible experience performing duties similar to a Senior Account Clerk with Lassen County. One year of the required experience must have been in the Lassen County Sheriffs Department or similar law enforcement organization.

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.



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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.

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