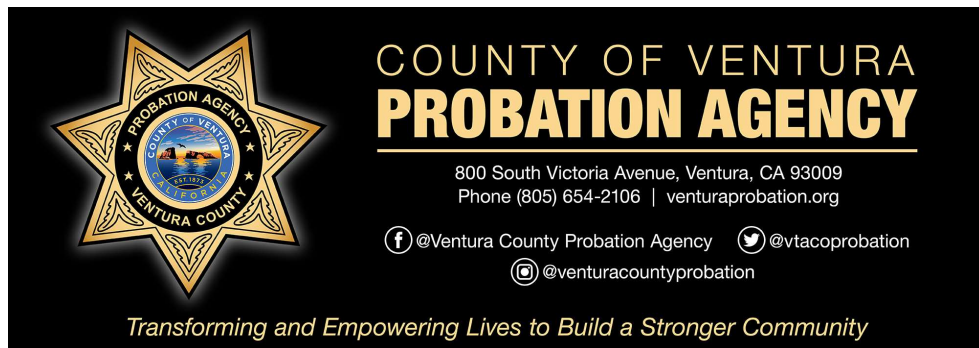




Ventura County Corrections Services Officer I

SALARY	\$24.68 - \$33.06 Hourly \$1,974.65 - \$2,645.15 Biweekly \$4,278.41 - \$5,731.16 Monthly \$51,340.87 - \$68,773.86 Annually	LOCATION	throughout Ventura County, CA
JOB TYPE	Full-Time Regular	JOB NUMBER	0988VPA-24AA (AI)
DEPARTMENT	Probation Agency (recruitment by CEO-HR)	OPENING DATE	01/02/2024
CLOSING DATE	Continuous		

Description



What We Offer

The County of Ventura offers an attractive compensation and benefits package. Aside from our base salary range, an employee within this position will also be eligible for the following:

- Educational Incentive** - An educational incentive of 2.5% for completion of an Associate's degree, 3.5% for completion of a Bachelor's degree, OR 5% for completion of a Graduate degree.
- Annual Leave** - A candidate selected for this position will earn 112 hours of Annual Leave per year, increasing to 152 hours after 5 years of service.
- Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 2.5% match on your 401(k) contributions.
- Health Plans** - You are offered a flexible credit allowance of up to \$15,782 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- Flexible Spending Accounts** - Pre-tax benefit towards eligible medical, dental, and vision care expenses.
- Pension Plan** - Participation in the County's defined pension plan. If eligible, you may establish reciprocity with other public retirement systems such as CalPERS.
- Bilingual Incentive** - Proficiency levels by exam are \$.65 per hour (Level I), \$1.00 per hour (Level II), or \$2.00 per hour (Level III).
- Holidays** - 12 paid days per year which includes a scheduled floating holiday.
- Uniform Allowance** - A uniform allowance of \$800 on November 1st of each year.

Textbook and Tuition - Up to a maximum of \$2,000 per fiscal year in accordance with the memorandum of agreement.

The Position

Under general supervision, Corrections Services Officers (CSO), perform progressively complex correction services duties associated with the custodial care of juveniles; supervision and guidance of youth in custody in a detention facility. Additional duties may include, but are not limited to, oral/written communications, force and self-defense, first aid, and custody operations.

PAYROLL TITLE: Corrections Services Officer I

Corrections Services Officer I is represented by the Ventura County Professional Peace Officers Association (VCPPOA) and is eligible for overtime compensation.

The eligible list established from this recruitment may be used to fill current and future Regular, Temporary, Fixed-term, Intermittent, and Extra Help vacancies within the Ventura County Probation Agency.

TENTATIVE SCHEDULE:

OPENING DATE: January 2, 2024

CLOSING DATE: Continuous and may close at any time; therefore, apply as soon as possible if you are interested in it. The schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.

REVIEW OF APPLICATIONS: All applications will be reviewed weekly.

Examples Of Duties

CSOs work at a 24-hour detention facility supervising juvenile detainees. Duties include, but are not limited to, the following:

- Supervise the conduct and behavior of persons in custody.
- Plan, organize, and direct inmate activities.
- Maintain effective safety and security procedures within the facility at all times.
- Enforce facility rules, regulations, and policies.
- Work effectively and take appropriate actions in emergency or crisis situations.
- Restrain and/or subdue hostile and/or violent detainees and de-escalate violent behavior, which may involve the use of verbal skills, pepper spray, physical force, take downs, and/or the use of restraints.
- Search for weapons and other contraband articles.
- Prepare observation reports and case plans on detainee attitude, behavior, appearance, interests, skills, progress, and needs.
- Be a positive role model and authority figure.
- Conduct strip or pat searches and collect specimens when required.
- Transport detainees.
- Maintain required computer records and reports.
- Administer basic first aid when required.
- Supervise consumption of medication as directed by professional medical personnel.
- Perform other duties as required.

Supplemental Information:

Work typically is performed either in the community, correctional facilities, or an office environment. Incumbents may encounter hostile reactions from others in the course of performing the job and may be required to restrain rebellious and violent individuals. Incumbents are required to work overtime and rotating shifts (including nights, weekends, and holidays) and flexible schedules to accommodate training and other special needs of the Agency. As dictated by operational needs, staff will be reassigned to other schedules, facilities, and programs, regardless of their initial and/or desired assignments.

Typical Qualifications

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

In addition to all the foregoing, no specific experience or training beyond that set forth immediately below is required; however, applicants must demonstrate an aptitude and willingness to perform those duties set forth in the section entitled "Examples of Duties" above.

EDUCATION: High School graduate or possession of a General Education Development (GED) certificate.

NECESSARY SPECIAL REQUIREMENTS: All levels of the CSO classification series are "Peace Officers" pursuant to both the Penal and Government Codes of the State of California and applicants must therefore:

- Be at least 18 years of age;
- Have either earned a high school diploma or passed the General Education Development (GED) Test indicating attainment of the equivalent of a high school education;
- Possess at time of hire and thereafter maintain a valid, California driver license;
- NOT be a convicted felon; and
- Be a U.S. citizen, a permanent resident alien who has applied for citizenship, or legally authorized to work in the United States. NOTE: If hired, a permanent resident must provide proof of his/her application status with the United States Department of Homeland Security, U.S. Citizenship, and Immigration Services (USCIS). Failure to cooperate with the USCIS to maintain required status, or being denied citizenship will result in dismissal from employment.
- Be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

DESIRED

Completion of the PC832 (Arrest, Search and Seizure) training, First Aid, and CPR training.

ADDITIONAL SELECTION & EMPLOYMENT INFORMATION: Physical/Medical and Psychological Requirements - Prior to final appointment, applicants must submit to physical/medical and psychological examinations provided by the County to determine their ability to meet Peace Officer standards. The physical/medical examination will determine whether the applicant has the dexterity, strength, endurance and physical ability to restrain assaultive, combative, or violent offenders. The psychological examination will include the administration of psychological tests, an assessment of psychological factors, and an interview with a County-designated psychologist.

Background Investigation - Applicants must be of good moral character, as determined by a thorough background investigation, which involves contacting references and fingerprinting for search and disclosure of a criminal record. As part of this investigation, applicants may be subject to a polygraph examination and/or a voice stress analysis.

License - Must possess and maintain a valid, Class C, California driver license.

Training - CSO Is are required to successfully complete all required State-mandated training (175+ hours) during the first year of employment, a portion of which will include physical conditioning to meet the physical standards, and 24-40 hours of approved training each year thereafter. In addition, CSO Is are required to participate in and successfully complete all officer safety training classes and maintain proficiency in Agency approved tactics such as control/restraint methods, the use of Oleoresin Capsicum (OC) pepper spray, mechanical restraints, and blocking and defensive striking techniques.

Probationary Period - Individuals appointed to the position of CSO I are required to serve at least a one (1) year probationary period subject to satisfactory performance and successful completion of all mandatory training.

Knowledge, Skills, and Abilities:

Knowledge of:

- Basic law enforcement procedures.
- CPR, safety, first aid, and life saving techniques.
- Basic modern principles of supervision, custodial care and counseling of offenders in custody.
- Basic state and local institutional standards and regulations.

- Social and psychological theory i.e., substance abuse, abnormal and deviant behavior, growth and development, group, family and individual dynamics.

Ability to:

- Implement and enforce institutional, Agency and County policies and regulations.
- Function under stress and exercise sound judgment in emergency situations.
- Supervise juvenile detainees, maintain security measures during supervision of persons in custody, or in the process of transportation.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships.

Recruitment Process

FILING DATE: This is a continuous recruitment and can be closed at any time; therefore, it is to your advantage to apply as soon as possible. The schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.

To apply on-line, please refer to our web site at www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Applicants must provide sufficient information under the Education/Work Experience portion of the application and supplemental questionnaire in order to determine eligibility. A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here](#) ([Download PDF reader](#)) ([Download PDF reader](#)) for additional information.

SUPPLEMENTAL QUESTIONNAIRE - qualifying: All applicants are required to complete and submit this questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire is considered part of the application and may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration.

Please note that all applicants must be willing and able to work all shifts and work site locations, and must indicate this on their applications and supplemental questionnaires.

APPLICATION EVALUATION - qualifying: All applications and supplemental questionnaires will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

WRITTEN EXAMINATION - 100%: A job related, written examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which have been determined to be essential for successful performance of the job. Candidates must earn a score of 70% or higher to qualify for placement on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: After successful completion of the written examination process, certified candidates will undergo a thorough background investigation that will include, but not necessarily be limited to, contacting personal, educational and business references, and Livescan fingerprinting for a criminal records check. Additionally, certified candidates will undergo a polygraph, psychological, and medical examination. Those entering the background process are required to provide a current (issued within the past 30 days) Department of Motor Vehicles printout (K4 - 10-year driving record) to the Background Investigator.

PRACTICAL (PHYSICAL AGILITY) EXAMINATION - Pass/Fail: Prior to appointment, a job-related physical agility examination will be administered. The physical agility examination may consist of exercises to measure the candidate's level of fitness and physical abilities to perform the essential functions of the assignment. The physical agility examination may include, but is not limited to the following events: 75 yard run in 18 seconds maximum, 165 manikin drag for 20 feet within 30 seconds, and a weighted agility run of 100 yards consisting of picking up a fire extinguisher and a first aid bag at the 25 mark, and carrying it back through the course in 35 seconds maximum.

CONDITIONAL OFFER OF EMPLOYMENT: Certified candidates may receive a conditional offer of employment pending successful completion of physical/medical and psychological examinations.

For further information regarding this recruitment, please contact Alicia Ibarra by email at Alicia.Ibarra@ventura.org or by telephone (805) 654-2154.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

Agency

Ventura County

Address

800 S. Victoria Avenue
LOC. #1970
Ventura, California, 93009

Phone

(805) 654-5129

Website

<http://hr.ventura.org>

Corrections Services Officer I Supplemental Questionnaire

***QUESTION 1**

NOTE TO CANDIDATES: This supplemental questionnaire must be completed and submitted with your County of Ventura application. Failure to do so will result in disqualification from the exam process. Please respond to each question. Immediately following are some of the more **COMMON REASONS FOR REJECTION**. Please read them carefully. What follows is designed to assist you in understanding/assessing the position of **CSO I** and for the County of Ventura in assessing your suitability for the position.

1. Being under eighteen (18) years of age.

2. Lacking a high school diploma or its equivalent.
3. Not possessing at time of hire and thereafter maintaining a valid, Class C, California driver license.
4. Conviction of any felony.
5. Not meeting citizenship/application for citizenship/legal authorization to work in the United States requirements.
6. Use of narcotics or other habit-forming drugs (other than prescribed) may disqualify. Failure to reveal prior use will disqualify.
7. Conviction of or sustained petitions for a sex crime
8. Having any convictions for violent crimes or domestic violence incidents that prohibit the possession of a firearm under 29805 PC.
9. Conviction of two or more misdemeanors in the past ten (10) years.
10. History of serious financial irresponsibility within the past five (5) years.
11. Failure to submit complete, necessary application and/or background check materials.
12. An unwillingness to perform duties of the position as evidenced by a "no" response to key questions on the supplemental questionnaire.
13. Failure to pass a comprehensive background check which can include the following areas of concern: general work habits, safety and security, communication, workload management, judgment under pressure, learning ability, dependability, observational skills, problem solving ability, willingness to confront problems, integrity, credibility as a witness in a Court of Law, and poor neighborhood reputation.
14. Dishonesty during any part of the application, background investigation, or hiring process.

Your response below indicates that you understand the requirements of the position as stated above.

***QUESTION 2**

Each peace officer must be a citizen of the United States, a permanent resident who is eligible for and has applied for United States citizenship, or legally authorized to work in the United States. If applying for this type of position, can you furnish proof of any of these requirements?

- Yes
- No

***QUESTION 3**

Have you graduated from high school or passed the GED, or have you attained a two-year, four-year, or advanced degree from an accredited college or university?

- Yes
- No

***QUESTION 4**

Are you at least 18 years old at the time of submitting the application for Corrections Services Officer?

- Yes
- No

***QUESTION 5**

Are you willing to work weekends and holidays?

- Yes
- No

***QUESTION 6**

Are you willing to work in all Ventura County work site locations and/or to be reassigned as required?

- Yes
- No

***QUESTION 7**

Are you willing to work any shift, day and/or night, including when necessary, two back-to-back eight-hour shifts?

- Yes
- No

***QUESTION 8**

Are you willing to take a polygraph (lie detector) exam or submit to voice-stress analysis as a condition of employment?

- Yes
- No

QUESTION 9

Are you willing to be tested, after employment, for alcohol and drugs?

- Yes
- No

***QUESTION 10**

Are you willing to have your background thoroughly investigated?

- Yes
- No

***QUESTION 11**

Are you willing to undergo a thorough psychological examination?

- Yes
- No

***QUESTION 12**

Are you willing to work with both juveniles and adults?

- Yes
- No

***QUESTION 13**

Are you willing to physically help other officers prevent escapes, injuries, and damage to property?

- Yes
- No

***QUESTION 14**

Are you willing to collect urine samples from juvenile and adult clients?

- Yes
- No

***QUESTION 15**

If required, are you willing to assist with strip searches of detained clients?

- Yes
 No

***QUESTION 16**

Do you currently possess or would you be able to obtain a valid, California driver license prior to employment?

- Yes
 No

***QUESTION 17**

Have you ever been convicted of a felony?

- Yes
 No

***QUESTION 18**

Are you willing to restrain a physically violent juvenile or adult using appropriate techniques, including the use of pepper spray or physical force?

- Yes
 No

***QUESTION 19**

By entering your name in the box below, you certify that you understand that as part of the selection process for CSO I you will be required to complete a detailed personal history statement and undergo a thorough background investigation. You also certify that you understand that if you receive a conditional job offer you will then undergo stringent physical/medical and psychological examinations and may be required to submit to and pass either a polygraph or voice-stress analysis. You further understand that any falsification of information, withholding of material fact(s), or any other failure to meet the standards of CSO I including, but not necessarily limited to, those listed above will result in your disqualification. You finally certify that you have read and understand the announcement and the questions of this supplemental statement/questionnaire and, to the best of your ability, have truthfully answered each question. Please type or write your full name and the date.

* Required Question