



COUNTY OF FRESNO
invites applications for the position of:

JUVENILE CORRECTIONAL OFFICER I

SALARY: \$16.96 - \$21.70 Hourly
\$1,357.00 - \$1,736.00 Biweekly
\$2,940.17 - \$3,761.33 Monthly
\$35,282.00 - \$45,136.00 Annually

OPENING DATE: 07/10/17

CLOSING DATE: 07/21/17 04:00 PM

POSITION DESCRIPTION:

APPLICATIONS MUST BE SUBMITTED ONLINE ONLY

Are you passionate about making a difference in the lives of local youth? The **Fresno County Probation Department** has challenging and rewarding career opportunities available to driven individuals interested in pursuing Criminal Justice careers as **Juvenile Correctional Officers**.

Juvenile Correctional Officer I incumbents are responsible for maintaining institutional security; supervising adult or youth offenders on-site or in the community; youth and staff safety; performing control room activities and functions; transporting youths; and providing other services and support to institutional programs.

APPLICANTS MUST BE WILLING TO WORK OVERTIME IF NECESSARY AND SHIFTS AS ASSIGNED INCLUDING NIGHTS, WEEKENDS, AND HOLIDAYS.

As a condition of employment with the Probation Department, candidates must undergo and pass a thorough and rigid background investigation, polygraph, medical and psychological examination. The background investigation will require candidates to provide information regarding his/her personal history including legal issues - arrest and/or convictions; personal information - relatives, references, and acquaintances; verification of education, experience, and employment; residences; financial status; military service; and vehicle operation history. This list is neither inclusive nor exclusive; other relevant areas may be investigated and verified.

Please note: The eligible list established from this recruitment may be used to fill both permanent and extra-help (temporary) positions. Individuals selected for extra-help appointment may be transitioned to a permanently allocated position at a later date as authorized by the Fresno County Personnel Rules. Extra-help employees are paid at an hourly rate, are not entitled to benefits, do not obtain permanent status, and serve at the will of the department head. Successful candidates will be placed at the Juvenile Justice Campus (located at Highway 99 and American Avenue).

Fresno County Juvenile Institutions are "No Hostage" facilities. In the event you are taken hostage, the County will not bargain for your safe release.

Eligible candidates must be able to perform the essential functions of the position with or without reasonable accommodation.

SAMPLES OF DUTIES:

[Please click here to review the Samples of Duties.](#)

KNOWLEDGE, SKILLS AND ABILITIES:

[Please click here to review the Knowledge, Skills and Abilities.](#)

MINIMUM QUALIFICATIONS:

Education: Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system.

License: Possession of a valid Class "C" driver's license, or equivalent. Incumbents may be required to obtain a Class "B" driver's license, or equivalent.

Certificate: Possession of a valid First Aid and Cardiopulmonary Resuscitation (CPR) certificate is required prior to appointment.

Age: Must be at least eighteen (18) years of age.

Other: Under California Penal Code Section 830.5, the Juvenile Correctional Officer I classification is defined as a Peace Officer. Therefore, candidates must be able to meet all pre-employment as well as ongoing peace officer status requirements pursuant to Federal, State, and local legislation.

TO PREVENT THE DISQUALIFICATION OF YOUR APPLICATION, PLEASE NOTE:

- Applicants must meet the minimum qualifications for this position by the filing deadline.
- A completed Fresno County employment application is required (must be current, complete, and accurate; amendments will not be allowed after the filing deadline).
- Valid driver's license number must be listed on your application. Failure to provide this information will result in the disqualification of your application.
- Please fully list your education/work experience, including current position. Failure to list current and complete education/work experience within the job application (including employment with the County of Fresno) will disqualify the applicant from consideration.
- In the Education section of your application, please provide complete information for each school attended. Please provide the school's name, school's location, the type and number of units earned (semester or quarter), and if applicable, which major or program was completed. Failure to completely list education within the job application will disqualify the applicant from consideration.
- College/university transcripts may be requested to verify completion of qualifying units.
- If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted. Documentation must be provided by the closing date and time of this recruitment. You must either attach a copy to your online employment application; fax a copy to (559) 455-4788, Attn: Sharayah Bell; or hand deliver a copy to our office. Late submission of documentation will not be accepted.
- Resumes and attachments will not be accepted in lieu of a completed employment application.

SELECTION PROCESS:

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants will be scheduled for the process listed below:

- **Written Examination** - Applicants meeting the minimum qualifications will be invited to participate in the written examination process.

NOTE: The written examination is developed and mandated by the California Board of State and Community Corrections (BSCC). The BSCC has a candidate orientation booklet available to applicants interested in an overview of the exam. You may download a copy of the candidate orientation booklet by clicking on the link below.

http://www.bscc.ca.gov/downloads/2_Candidate_Orientation_Booklet_JCO_2008_w_BSCC_cover.pdf

Successful candidates will be placed on an employment list effective for a minimum of 3 months (may be extended up to an additional 12 months), and certified in rank order as vacancies occur.

REQUIRED APPLICATION MATERIALS:

- **Fresno County Employment Application** - must be current, complete, and accurate; amendments will not be allowed after the filing deadline.
- **Supplemental Questionnaire**

Please note: Applications must be submitted online only by the filing deadline. Applications submitted via e-mail, fax, U.S. mail, or in person in our office will not be accepted. Resumes will not be accepted in lieu of an application.

HOW TO APPLY:

Online only: Applications can be found at <http://agency.governmentjobs.com/fresnoc>.

Open Job Information Flyer and click "Apply" to begin the online application process. Failure to complete the job application or failure to follow the application instructions (such as the formatting of education or work experience) will result in the disqualification of the applicant. Amendments will not be allowed after the filing deadline.

Once the filing deadline has passed, you may check the status of this recruitment at any time by logging on to <https://www.governmentjobs.com/Applications/Index/fresnoc>.

Please be advised that it is the applicant's responsibility to notify Fresno County Human Resources of any mailing address and telephone number changes. Notices sent via U.S. Mail from Human Resources are not forwarded ("Return Service" is requested, therefore mail will not be sent to a forwarding address).

The County of Fresno is an Equal Employment Opportunity Employer. It is the policy of Fresno County to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, or denial of medical and family care leave, or any other non-job-related factor.

REASONABLE ACCOMMODATIONS - The County of Fresno is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, examination or selection process may *contact Human Resources at (559) 600-1830 at least five days prior to the scheduled date or deadline.*

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Analyst: Sharayah Bell

County of Fresno, Human Resources
Employment Services Division
2220 Tulare St., 14th Floor
Fresno, CA 93721
(559) 600-1830

Position #17-0149
JUVENILE CORRECTIONAL OFFICER I
SB

HREmploymentServices@co.fresno.ca.us

JUVENILE CORRECTIONAL OFFICER I Supplemental Questionnaire

* 1. Are you at least 18 years of age or older?

Yes No

* 2. This position requires possession of a current and valid First Aid and Cardiopulmonary Resuscitation (CPR) certificate prior to appointment. Do you possess a current and valid First Aid and CPR certificate?

YES, I possess a current and valid First Aid and Cardiopulmonary Resuscitation (CPR) certificate.

NO, but I am willing to obtain a current and valid First Aid and Cardiopulmonary Resuscitation (CPR) certificate prior to appointment.

* Required Question