



# COUNTY OF MONO



## JOB ANNOUNCEMENT

### ACCEPTING APPLICATIONS

**Sheriff**  
**Deputy Sheriff I/II**  
Bridgeport, CA

### SALARY

Range 50: \$5,355-\$6,509  
Range 54: \$5,911-\$7,184

**The County of Mono is now accepting applications to fill a vacant Deputy Sheriff position and to build our pool of potential applicants for the future. The vacant position will be Lateral hire, starting as a Deputy Sheriff I (Salary Range 50) and eligible for promotion to Deputy Sheriff II (Salary Range 54) after six months.**

Under supervision, to perform law enforcement, crime prevention and crime detection activities; to occasionally guard and supervise inmates in County Jail facilities; to act as bailiff; may be assigned operations supervision. May be assigned to work as an undercover narcotics officer; may be assigned to train new deputy sheriffs; perform Coroner's investigations/duties and to do related work as required.

#### Distinguishing Characteristics:

This class is the journey level sworn class in the Sheriff's series. Incumbents rotate through various assignments and are expected to learn and perform the full range of duties required and complete applicable probationary period.

#### Examples of Essential Duties:

Depending upon assignment, duties may include, but are not limited to the following:

- Perform a variety of assignments including that of Patrol, Bailiff, Civil Deputy, Crime-Scene Investigator, Identification Technician (photographer) and Deputy Coroner.
- As a Civil Deputy, will be required to receive records and serve a variety of civil processes and to maintain the required records of processes filed and monies collected.
- As a Bailiff, will discharge the Sheriff's duty to attend all sessions of the Superior Court, serving the Superior and Municipal Court Judges.
- As a Crime Scene Investigator, upon assignment, assist in the initial investigation of reported crimes through detailed examination of a crime scene for evidence, photographing and collecting the same.
- As an Identification Technician, will be responsible for the operation and maintenance of the photography, laboratory and processing of evidence within Department capabilities.
- Prepare report of arrests made, investigations conducted, and unusual incidents observed.
- While on patrol, stop drivers operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.
- Serve warrants, subpoenas and civil documents.
- Analyze situations accurately and adopt effective courses of action. Make independent decisions while working in the field.
- Understand and carry out oral and written directions and regulations and department policies.

#### Some desirable qualifications include:

##### Knowledge of:

- Basic rules and regulations of the Sheriff's Office and jail operation procedures.
- Criminal and traffic laws with particular reference to apprehension, arrest, search and seizure, and the rules of evidence.
- Basic laws applicable to the apprehension and treatment of juveniles.
- Knowledge of the care and operation of firearms and other law enforcement equipment.

##### Ability and willingness to (partial list):

- Observe accurately and remember names, faces, number, incidents, and places.
- May control, direct, and instruct, inmates individually and in large groups.
- Understand and carry out oral and written directions and regulations and departmental policies. Write clear and comprehensive reports.
- Learn, understand, and interpret laws and regulations. Think and act quickly in emergencies; judge situations and people accurately.
- Meet standards of physical stature, endurance, and agility established by the County of Mono.

**Training and Experience:** High School graduate or equivalent. Possession of a valid California Driver's License. Lateral candidates must have graduated from a California Commission on Peace Officers Standards and Training (POST)-certified Basic Training Academy and possess a Basic POST Certificate.

**Special Requirements:** Minimum age of 21 at date of hire and no felony convictions.

**Application Process:** For a complete job description and application contact Sarah Roberts at (760) 932-5279 or email: sroberts@monosheriff.org. Mail original application to PO Box 616, Bridgeport, CA 93517.

### MONO COUNTY SHERIFF'S OFFICE

P.O. Box 616 ~ Bridgeport, California 93517

(760) 932-5279 ~ (760) 932-7435 (FAX) ~ [www.monosheriff.org](http://www.monosheriff.org)

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