

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

## TO APPLY

Application materials should be returned to:

**County of Mono, HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands 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. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



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**INVITES APPLICATIONS FOR**

**PUBLIC SAFETY LIEUTENANT**

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***FINAL FILING DATE: January 27, 2017***

**SALARY:**  
**\$5,557 - \$6,755/Month**

*Equal Employment Opportunity Employer*

## THE POSITION

Under the general supervision of the Sheriff, plans, organizes, and directs, through subordinate supervisors, the operations of the Sheriff's Public Safety Officer Division which includes the care and custody of inmates at the County Detention Facility, per laws, regulations, and policies of the State of California and the County of Mono County; to supervise Public Safety Officers and dispatchers.

### **Example of Duties:**

- Plans, schedules, assigns, trains, and evaluates the work of a group of Public Safety Officers.
- Assesses critical needs, assigns personnel, allocates resources and coordinates workflow to solve complex problems.
- Maintains facilities to ensure security, safety and sanitary conditions.
- Maintains and accounts for a wide variety of specialized equipment; and inspects and directs the maintenance of administrative and confidential records.
- Assists in the preparation of the jail/dispatch annual budget.
- Oversees the screening, classification, and processing of inmates.
- Directs and coordinates responses to emergency situations.
- Coordinates activities and communication between various shifts and programs.
- Performs a variety of administrative functions related to processing, housing, moving, transferring, and releasing inmates.
- Administers, supervises, and evaluates the operation of inmate classification plans and disciplinary procedures.
- Establishing, implements and revises Correctional Facility policies and procedures.
- Directs the preparation and prepares a variety of written reports.

### **Knowledge of:**

- Mono County Correctional Facility procedures, policies, and regulations.
- State and Federal laws and regulations related to jail operations, booking procedures, records retention mandates, FBI UCR accurate reporting procedures, California DOJ mandated on line reporting systems and custody of inmates.
- Principles, practices and methods of modern correctional management administration, leadership, organization and planning.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Good public relations techniques.
- Use and care of department authorized equipment and firearms.
- Computers and software used by the County correctional facility.
- Centralized emergency call receiving, dispatching, and 911 systems.
- Principles of supervision, training, and work evaluation.

## QUALIFICATIONS

### **Ability to:**

- Plan, organize, supervise, and evaluate the work of assigned Public Safety Officers and the Public Safety Sergeants.
- Perform a wide variety of administrative assignments.
- Oversee assigned areas of Sheriff Department operations.
- Read, understand, and interpret laws and regulations regarding operation of the County Correctional Facility and the care and custody of inmates.
- Gather and organize data and information.
- Interview and secure information from people.

- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear, comprehensive reports.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Sheriff/Coroner Department with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

**Minimum Qualifications:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- One year of previous professional law enforcement experience comparable to that of a Public Safety Officer Sergeant with Mono County.

### **Special Requirements:**

- Possess a Basic Jail Operations Course approved by S.T.C.
- Completion of a Jail Manager's Core course (or POST equivalent)
- Completion of a Jail Administrator's course with in one year of assignment
- P.C. 832 and weapons training certificate.
- A valid driver's license.

## THE EXAM PROCESS

**Application Process:** The information provided on both the County Job Application and in the oral interview process will be used to identify those candidates best meeting the County's needs. Resumes are not accepted in lieu of fully completing and submitting the County job application.

