



Deputy Sheriff Trainee (Open & Promotional)
\$6,084 - \$6,084 /Month

FINAL DATE FOR FILING: April 07, 2016.

THE POSITION

The County of San Mateo Sheriff's Office invites Academy graduates and interested applicants to apply for the opportunity to become a Deputy Sheriff Trainee!

Deputy Sheriff Trainee is the entry-level class of the Deputy Sheriff series. Initially under close supervision, incumbents receive Peace Officer Standards and Training (POST) Academy training and/or field officer training, in order to acquire a basic POST certificate. Incumbents perform a wide variety of peace officer tasks under close and direct supervision of experienced officers and are required to promote to the journey-level Deputy Sheriff classification after acquiring the education and experience required of the State of California POST Basic Certificate. At the higher journey level, Deputies investigate crimes; patrol assigned areas; receive, supervise and transport inmates; act as bailiff or civil deputy; and perform all related duties in law enforcement and crime prevention as may be assigned under general supervision.

To avoid delays in processing your application, please read all the information contained in this job posting prior to submitting an application.

IMPORTANT NOTE ABOUT THE PRE-APPLICATION TESTS

All pre-application tests for Deputy Sheriff Trainee applicants have been outsourced to the South Bay Regional Public Safety Training Consortium (aka The Academy). However, test results from other training organizations and law enforcement agencies will be accepted so long as they meet California Peace Officer Standards and Training (POST) requirements. Applicants are responsible for contacting The Academy (www.theacademy.ca.gov) and self-enrolling in the required written test, physical agility test, and 1.5-mile run. Visit The Academy's website for current test schedules, requirements, and enrollment.

Note: Test results will remain valid for one year from the date the tests were taken, and the written exam can be retaken once every 30 days. **For this recruitment, results dated January 6, 2015 or later will be accepted.**

The following describes these tests in detail:

1) Written Test - POST Entry-Level Law Enforcement Test Battery (PELLETB) - This test must be completed in less than 2.5 hours, and it must be passed with a **minimum T-Score of 50**. T-Scores will determine your ranking on the eligible list. The higher the score, the higher the ranking. The areas covered by the test include:

- Spelling - Select the correct spelling of a word from a list of options
- Vocabulary - Select the correct meaning of a word from a list of options
- Clarity - Select the sentence that is most clearly written from a pair of options
- Reading - Read a passage and answer questions about the passage's content
- CLOZE - Use contextual clues to complete a passage that contains missing words

NOTE: Academy Graduates may submit a copy of thier Academy Graduation Certificate in lieu of PELLETB

2) Physical Agility Test - Work Sample Test Battery (WSTB) - This test consists of five individually timed and weighted events, and the **minimum passing score is 320**. The Academy offers optional practice sessions for the WSTB. Test and practice schedules are available on The Academy website. The events include:

- 99-yard obstacle course with sharp turns and up to 34-inch high obstacles
- 165-pound body drag for 32-feet
- 6-foot chain link fence climb
- 6-foot solid wall climb
- 500-yard run

3) 1.5-Mile Run - This is a pass/fail test held independently of the WSTB, and it **must be completed in 14 minutes or less**.

QUALIFICATIONS

Education: Graduation from high school or possession of a GED.

Licensure/Certification: Possession of a Class C California driver license or equivalent. Candidates must successfully complete field officer training and receive a Basic POST Certificate within their probationary period.

Knowledge of: Civil laws, codes, ordinances and recent court decisions; principles and practices of law enforcement, criminal investigation and basic psychology; and rules of evidence, laws of arrest and court procedure.

Skill/Ability to: Exercise good judgment; read and comprehend legal documents, law enforcement manuals, and court decisions; read standard street and highway maps; follow instructions; function effectively under stress; project authority; observe accurately; perform repeated strenuous physical exertion; write reports and correspondence; communicate effectively orally; communicate with all types of people; and meet State of California POST medical and physical standards for law enforcement personnel.

Other Requirements: Selected candidates must also pass a background investigation, psychological exam, polygraph and medical evaluations.

APPLICATION/EXAMINATION

Open/Promotional. Anyone may apply. Current San Mateo County and San Mateo County Superior Court employees with at least six months (1040 hours) of continuous service in a classified regular, probationary, SEIU or AFSCME represented extra-help, or temporary position prior to the final filing date will receive five points added to their final passing score on this examination.

Applicants for this position must take and pass the Physical Agility - Work Sample Test Battery (pass/fail), the 1.5 mile run in 14 minutes or less, and the POST Entry-level Law Enforcement Test Battery (PELLETB) with a minimum T-score of 50 (weight: 100%) to be placed on the eligible list. For information regarding the tests, see the pre-application test descriptions above. To register for these exams, contact the South Bay Regional Public Safety Training Consortium at www.theacademy.ca.gov.

IMPORTANT: Applications for this position will only be accepted online. If you are currently on the County's website, you may click the "**Apply Online**" button above or below. If you are not on the County's website, please go to <http://jobs.smcgov.org> to apply.

Responses to the supplemental questions and copies of required test scores must be submitted in addition to the regular employment application form. Applications

submitted without the attachments will be rejected.

Please keep available the instructions below on how to attach documents to your application as you prepare to submit your application.

- In the application form, choose the "Attachments" link
- Click the "Add Supplemental Attachment" link
- Select "PELLETB T Scores" in the Attachment Type choices
- Click "Upload" to find and select your saved document
- Click the "Add Supplemental Attachment" link again
- Select "Physical Agility Result" in the Attachment Type choices
- Click "Upload" to find and select your saved document
- Click on the "Next" button to proceed with the rest of the application process

ELIGIBLE LIST PLACEMENT

Ranking on the eligible list is determined by your T-Score. Depending on the number of vacancies at the time the eligible list is created, the top candidates on the list will be referred to the Sheriff's Office for a departmental interview that may include a writing exercise.

Note: The eligible list generated from this recruitment may be used to fill future extra-help, term, unclassified, and regular classified vacancies, including Correctional Officer vacancies.

First Round Filing Date: Thursday, February 11, 2016

Second Round Filing Date: Thursday, March 10, 2016

Third Round/Final Filing Date: Thursday, April 7, 2016

Departmental Interviews (Tentative): Week of February 15, Week of March 14, and/or Week of April 11, 2016

Note: Positions in criminal justice agencies currently required by law to pass background checks are exempted from the Ban-the-Box bill. Applicants for this position are required to submit conviction information at the time of application.

San Mateo County Is An Equal Opportunity Employer

HR Contact: Ericka Gosha (010616) (Deputy Sheriff Trainee - H061)

keywords: law, enforcement, training, s.o., so, cop, officer

Job Number: H061-30

Deputy Sheriff Trainee (Open & Promotional) Supplemental Questionnaire

- * 1. IMPORTANT: Applicants for this position are required to submit responses to the following supplemental questions. Your responses will give us additional information about your background and experience related to this position and will be used in the selection process. **Be concise and specific. Neatness, clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluation process. A resume will not be accepted as a substitute for your responses.**

Proceed to supplemental questions.

- * 2. You must attach copies of your WSTB **and** PELLETB test results before submitting your application. If you have not yet attached your scores, please follow these instructions.

- In the application form, choose the Attachments link
- Click the Add Supplemental Attachment link
- Select "PELLETB T Scores" in the Attachment Type choices
- Click Upload to find and select your saved document
- Click the Add Supplemental Attachment link again
- Select "Physical Agility Result" in the Attachment Type choices
- Click Upload to find and select your saved document
- Click on the Next button to proceed with the rest of the application process

Failure to attach copies of the required test scores will result in your application being rejected.

Have you attached copies of your written and physical agility exam scores? (A "No" answer will disqualify you from this recruitment.)

Yes No

- * 3. You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship one year prior to applying for this position with San Mateo County. Are you a citizen of the United States or a permanent resident alien who has applied for citizenship one year prior to applying for this position with San Mateo County? (If "YES", you will be required to submit proof of citizenship prior to employment.)

Yes No

4. If you answered "NO" to the previous question, have you applied for citizenship one year prior to applying for this position? Explain fully.

- * 5. Do you possess a valid California driver license?

Yes No

6. If you answered "YES" to the previous question, **list your California driver license AND expiration date.**

7. If you do not possess a California driver license, please explain fully.

- * 8. Have you received any vehicle citations for moving violations within the last 5 years?
 Yes No
9. If you answered "YES" to the previous question, explain fully. **Include: offense, date and place of incident, the disposition (i.e. paid fine, attended traffic school, etc.), and date of release from probation and/or parole. Be specific.**
- * 10. The Deputy Sheriff Trainee position (per POST Regulation 1002) requires applicants to have graduated from high school or possess an educational equivalent. Do you possess a high school diploma or educational equivalent? (Note: If "YES", you will be required to submit proof of educational requirement prior to employment).
 Yes No
11. If you answered "NO" to the previous question, you will be automatically disqualified from the examination process; however, you may provide an explanation for record purposes.
- * 12. You must be at least 18 years of age. Are you at least 18 years of age?
 Yes No
- * 13. A Non-Tobacco Use Policy applies to all employees hired by the County as a Deputy Sheriff Trainee after October 1, 2004. Are you currently a County employee who was hired by the County prior to October 1, 2004?
 Yes No
- * 14. If hired for the **Deputy Sheriff Trainee** position, you will be required to sign a "Statement of Acceptance" evidencing an agreement to refrain from using tobacco products at any time upon obtaining this position. Any such employee who violates the agreement shall be subject to disciplinary action up to and including dismissal. If hired, will you be able to sign this policy and refrain from using tobacco products at any time?
 Yes No
15. If you answered "NO" to the previous question, you will be screened out and will no longer be considered for this position; however, you may provide additional information for record purposes.

* Required Question

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