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Job details

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Bulletin Number	19425BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Probation
Position Title	DETENTION SERVICES OFFICER
Exam Number	F8655D
Filing Type	Open Continuous
Filing Start Date	06/17/2013
Salary Type	Monthly
Salary Minimum	3910.18
Salary Maximum	4599.45
Benefits Information	**Represented Employees** • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	**Detention Services Officer positions hold the status of sworn, peace officers in the Probation Department. (Please see the *Requirements* and *Special Information* sections for additional information on peace officer requirements and the Background Investigation process).** Positions supervise the activities of minors who are detained in one of the three juvenile halls located in Los Angeles, Sylmar, and Downey. Incumbents serve as a member of a small team responsible for the order and security of a unit of juveniles, provides situational counseling as necessary, and transports minors to medical care facilities, courts or other locations. Detention Services Officers must be able to physically restrain combative minors.
Essential Job Functions	Supervises detained juveniles in their activities within the unit, on work assignments, during recreation periods, on medical or dental appointments, or awaiting court appearances. Maintains order and control of a unit and takes appropriate action in connection with rule infractions or other disturbances. Maintains institutional security and takes appropriate action to prevent escapes. Supervises the movement of juveniles within and outside the facility. Controls and restrains combative or emotionally disturbed juveniles. Provides situational counseling to assist individual juveniles through their daily routines.

Observes and records the behavior of juveniles and confers with the supervisor about problem juveniles.

Transports juveniles to other Probation facilities, courts or other locations, as needed.

Requirements

SELECTION REQUIREMENTS
Completion of 60 semester or 90 quarter units* from an accredited** college including course work in the behavioral or social sciences such as psychology, sociology or criminology.

Candidates must meet the qualifications for designation as a Peace Officer within the Probation Department, including, but not limited to:

1) No Felony Convictions

2) U.S. Citizen

3) At least 21 years of age at the time of appointment

Physical Class

Physical Class IV - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

License(s) Required

A valid California Class C Driver License or the ability to utilize and alternative method of transportation when needed to carry out job-related essential functions.

Certificate(s) Required

A valid Red Cross C.P.R. and First Aid Certificate.

Special Requirement Information

*The completion of 60 semester or 90 quarter units from an accredited college, including course work in the behavioral or social sciences such as psychology, sociology, or criminology, must be included in the job application.

Sealed official college transcripts must be submitted during the background investigation process.

Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections.

Accreditation Information

****Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of two parts:

Part I: A qualifying written test (Juvenile Correction Officer) developed and validated by the Board of State and Community Corrections.

Part II: An interview covering training, experience and personal

fitness to perform the duties of the position weighted 100%.

Candidates who meet the following criteria are not required to participate in the written examination:

1) Applicants that have previously taken the Juvenile Correction Officer written test (utilized as of September 2004) as part of an exam administered by the County of Los Angeles Probation Department and successfully passed (received a passing score) will have their written test result transferred to this examination. Written test results/scores from the former Juvenile Correction Officer (administered prior to September 2004) test cannot be transferred.

2) Candidates employed with the Probation Department currently working in a Peace Officer capacity for at least one year.

3) Applicants that are currently scheduled to take the Juvenile Correction Officer written test a part of a different Probation Exam will have their written test scores transferred to this examination.

Only those candidates who pass the written examination will proceed to the oral interview.

Candidates must achieve a passing score of 70% or higher in the interview in order to be placed on the eligible register.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Special Information

Candidates must be able to pass a thorough BACKGROUND INVESTIGATION which may include, but is not limited to, the following:

1) Live Scan and Criminal Records Check

2) Polygraph Examination or Computer Voice Stress Analyzer Test.

3) Psychological Examination

4) Medical and Drug Screening Examination

5) Credit Check

NOTE: IF YOU HAVE APPLIED FOR A PEACE OFFICER POSITION WITH THE LOS ANGELES COUNTY PROBATION DEPARTMENT AND HAVE BEEN DISQUALIFIED AS PART OF THE BACKGROUND PROCESS WITHIN THE LAST 12 MONTHS, YOUR APPLICATION WILL BE AUTOMATICALLY REJECTED.

Study guides and other test preparation resources are available to help candidates prepare for the written Juvenile Corrections Officer test on the Probation website at http://probation.lacounty.gov under Candidate Orientation Booklet.

Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies located in the Los Angeles County Probation Department, Detention Services Bureau.

Eligibility Information

The names of candidates receiving a passing grade of 70% or higher in this examination will be placed on the eligible register in

the order of their score group for a period of twelve (12) months following the date of promulgation.

RETAKE: Candidates that fail to receive a passing score on either the written test or structured interview may NOT compete in this examination for six (6) months from the date of the failed test administration.

Available Shift Any

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCPETED.

All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission) ONLY. Facsimile and hardcopy applications will not be accepted.

This examination may close at anytime without prior notice.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

All applicants must file their application online using their own user ID and password. Using family member's or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, date completed, and number of credit and/or certificates earned. All information and records are subject to verification. Applications may be rejected at any stage of the selection process.

FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS (ES) OF YOUR EMPLOYER(S), YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions,

Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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ADA Coordinator Phone	562-940-3552
California Relay Services Phone	562-940-2711
Alternate TTY Phone	562-940-2711
Job Field	Public Safety/Law Enforcement/Probation
Job Type	Protective Services Workers

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