



County of Fresno

## JUVENILE CORRECTIONAL OFFICER I

<b>SALARY</b>	\$20.09 - \$24.41 Hourly \$1,607.00 - \$1,953.00 Biweekly \$3,481.83 - \$4,231.50 Monthly \$41,782.00 - \$50,778.00 Annually	<b>LOCATION</b>	Fresno County, CA
<b>JOB TYPE</b>	Permanent	<b>JOB NUMBER</b>	23-0203
<b>DEPARTMENT</b>	Probation Department	<b>OPENING DATE</b>	08/11/2023
<b>CLOSING DATE</b>	9/22/2023 4:00 PM Pacific		

### Position Description

**Scheduled Salary Increase:**

**3% effective 7/22/24 (\$43,030 - \$52,312 Annually)**

**APPLICATIONS MUST BE SUBMITTED ONLINE ONLY**

The **Fresno County Probation Department** is offering challenging and rewarding career opportunities to individuals interested in making a difference in the lives of local youths or adults as a **Juvenile Correctional Officer I**.

**[CLICK HERE FOR MORE INFORMATION FROM THE FRESNO COUNTY PROBATION DEPARTMENT ABOUT THIS EXCITING CAREER OPPORTUNITY](#)**

**Juvenile Correctional Officer I** incumbents are responsible for maintaining institutional security; supervising and counseling adult or youth offenders on-site or in the community; youth and staff safety; performing control room activities and functions; transporting youth; 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 their 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 extra-help (temporary) and permanently allocated 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.

Positions in this classification are in Medical Group III - Heavy Physical Activity (Personnel Rule 8). This group includes positions which require heavy physical effort using arms, legs, back and trunk in frequent lifting, pushing, or pulling objects weighing (or offering resistance equivalent to) over 25 pounds. Generally, considerable bending, stooping, squatting, twisting, reaching, as well as standing and walking are involved. Physical stamina is usually required and explosive strength using bursts of energy may be required, depending upon specific position assignments.

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**

Applicants must qualify under one (1) of the options listed below:

### **OPTION 1:**

Education: Possession of a United States' high school diploma, GED, or equivalent.

AND

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

### **OPTION 2:**

Education: Possession of an associate's, bachelor's, or master's degree, which includes the completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system.

### **In addition to the options listed above, the following are also required:**

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 and filing requirements for this position by the filing deadline.**
- **Valid driver's license number must be listed on your application. Failure to provide this information on your application will result in the disqualification of your application.**
- **A completed Fresno County employment application is required (must be current, complete, and accurate; amendments will not be allowed after the filing deadline).**
- **Please fully list your education/work experience, including current position. Failure to list current, complete, and accurate education/work experience within the job application (including employment with the County of Fresno) may result in the rejection of your application.**
- **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 result in the rejection of your application.**
- **College/university transcripts may be requested to verify completion of the required education.**
- **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 may attach a copy to your online employment application; fax a copy to (559) 455-4788, Attn: Carolyn Maxwell; or email it to [HREmploymentServices@fresnocountyca.gov](mailto:HREmploymentServices@fresnocountyca.gov).**
- **Resumes and attachments are not accepted in lieu of a completed employment application.**

#### **SELECTION PROCESS:**

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants may be scheduled for the following process:

- **Written Examination** - Applicants meeting the minimum qualifications will be invited to participate in one of two written examination processes. The written examinations are tentatively scheduled for the second week of September 2023 and the second week of October 2023. It is the applicant's responsibility to notify Human Resources at (559) 600-1830 if a notice has not been received by the fourth week of September 2023.

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 final rank order as vacancies occur.

**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 at the following link:

<http://www.bscc.ca.gov/wp-content/uploads/COB.pdf>

The BSCC Selection Exam for Local Corrections is a newly developed, statewide examination in use by California agencies for the selection of entry-level Adult Corrections Officer (ACO), Juvenile Corrections Officer (JCO), and Probation Officer (PO), effective August 17, 2020. Applicants who have taken the previous version of this exam (BSCC Juvenile Correctional Officer) are unable to transfer test scores, as the new exam version contains updated content and revised scoring criteria.

**Applicants who have taken the new exam with Fresno County or another county after the effective date of August 17, 2020, may submit their result in place of taking the exam again by the filing deadline.** You must attach a copy of your results to your online employment application; fax a copy to (559) 455-4788, Attn: Carolyn Maxwell; or email a copy to [HREmploymentServices@fresnocountyca.gov](mailto:HREmploymentServices@fresnocountyca.gov).

**HEALTH PRECAUTIONS:** Due to concerns related to COVID-19, the written examinations will be conducted in accordance with CDPH, CDC, and Cal OSHA guidelines, as applicable. Applicants may be screened for symptoms of illness upon entry

into the building and may be required to wear face coverings at the examination site.

**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: All applications must be received **online only** by the closing date and time of this recruitment. Applications submitted via U.S. mail, email, fax, or in person in our office will not be accepted. Resumes and attachments are not accepted in lieu of a completed employment application.

**HOW TO APPLY:**

Applications for this recruitment must be submitted **online only**. An online application may be found at: <https://www.fresnocountyjobs.com>.

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 accepted 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/fresnoca>.

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).

For the safety of our employees the County of Fresno complies with all Federal, State and Local Orders related to COVID-19, including Cal OSHA Emergency Temporary Standards.

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 of deadline.*

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Analyst: Carolyn Maxwell**

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**Agency**

County of Fresno

**Address**

2220 Tulare St., 14th Floor

Fresno, California, 93721

**Phone**

(559) 600-1830

**Website**

<http://www.co.fresno.ca.us>

## JUVENILE CORRECTIONAL OFFICER I Supplemental Questionnaire

### \*QUESTION 1

Do you possess a United States' high school diploma, GED, or equivalent? If you marked 'yes', you must provide complete information for your education and high school diploma, GED, or equivalent within the Education section of your application in order to be considered for Option 1.

- Yes  
 No

### \*QUESTION 2

Are you at least 18 years of age or older?

- Yes  
 No

### \*QUESTION 3

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.

### \*QUESTION 4

Have you completed and passed the new BSCC exam with Fresno County or another county after the effective date of August 17, 2020 and therefore, wish to utilize this prior score in place of taking the exam again? If you marked 'yes', a copy of your result is required by the filing deadline. You must attach a copy to your online employment application; fax a copy to (559) 455-4788, Attn: Carolyn Maxwell; or email a copy to [HREmploymentServices@fresnocountyca.gov](mailto:HREmploymentServices@fresnocountyca.gov).

- Yes  
 No

### \*QUESTION 5

If you wish to utilize a prior BSCC exam score in place of taking the exam, please indicate "YES" below to authorize consent for Fresno County Human Resources to verify your prior BSCC exam score with the County that administered the BSCC exam. Exam score verification may include providing your full name, email address, and/or other identifying information to the County that administered the BSCC exam.

- YES, I authorize consent for Fresno County Human Resources to verify my previous BSCC exam score and I authorize consent of the release of my full name, email address, and/or other identifying information as needed to the County that administered the BSCC exam.  
 NO, I do not wish to utilize a prior BSCC exam score or have not completed a BSCC exam.

### \*QUESTION 6

Where did you first hear about this opportunity?

- County Website  
 LinkedIn  
 Social Media (Facebook, Instagram, Other)

- Other Website
- Job Fair / Recruitment Event
- Friend, Relative, and/or Current County Employee
- Other

**\*QUESTION 7**

**If you answered "Other" in the previous question, please let us know where you first heard about this opportunity in the space below. Otherwise, write "N/A".**

\* Required Question