

CITY OF BURBANK

invites applications for the position of:

JAILER

An Equal Opportunity Employer

SALARY: \$19.92 - \$27.45 Hourly

\$3,452.06 - \$4,758.69 Monthly

TYPE OF RECRUITMENT: Regular

OPENING DATE: 03/05/12

CLOSING DATE: 03/16/12 05:00 PM

DEFINITION:

NOTE: THIS POSITION WORKS THE 3/12 WORK SCHEDULE. CANDIDATES FOR THIS POSITION WILL BE REQUIRED TO UNDERGO A THOROUGH BACKGROUND INVESTIGATION PRIOR TO EMPLOYMENT.

Under direction, to operate a City jail; care for and process arrestees; and to do related work as required.

ESSENTIAL FUNCTIONS:

Receives, searches, books, and releases prisoners; physically controls and restrains uncooperative prisoners; supervises juveniles in temporary custody; conducts local and outside agency checks on fingerprint systems for outstanding wants or warrants of arrestees; fingerprints and photographs prisoners, applicants, and citizens; check-in and releases personal property; inspects and maintains jail facilities' security, cleanliness, and general upkeep; supervises prisoner visitation; transports prisoners to and from courts, line-ups, cells, and other locations; performs functions related to court arraignments; maintains records including meals, prisoners, visitors, property, bookings, and trustee work assignments; prepares and serves meals for prisoners; prepares Police reports in person or by phone; provides information and other non-enforcement Police services to the public; makes referrals or otherwise handles public inquiries; drives Police vehicles; operates typewriter, computer, radio, and other specialized equipment; performs general clerical functions; uses a SCBA (Self Contained Breathing Apparatus) for emergency rescue or evacuation; works various shifts and performs related duties as required; drives on City business.

MINIMUM QUALIFICATIONS:

Employment Standards:

- Skill in - defusing and dealing rationally with highly emotional and stressful situations; establishing and maintaining effective working relationships with supervisors and fellow employees.
- Ability to - learn and qualify in defensive tactics and in chemical and other non-lethal weapons; successfully complete the training required by the California Department of Corrections; follow written and oral instructions; effectively supervise activities of prisoners; read and accurately document text and statistical information; work nights; comply with all laws and policies, especially those dealing with confidentiality and human rights; utilize self-contained breathing apparatus and related equipment; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent.

Special Conditions & Requirements: At least 21 years of age at time of appointment. Must be in good physical condition and able to perform required duties. United States citizen or a permanent resident alien, who is eligible for and has applied for citizenship by the last day for filing. NOTE: Citizenship must be obtained within three (3) years after filing the citizenship application or the employee will be terminated from their position.

Desirable Qualifications: Be able to type 20 net words per minute.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

THE COMPETITION FOR THE POSITION:

Applications will be reviewed. Admission to competitive examination may be limited to those whose applications show the best combination of qualifications in relation to the requirements and duties of the position. Any part of the examination process may be qualifying only.

THE SELECTION PROCEDURE MAY REQUIRE ANY COMBINATION OF THE FOLLOWING: A WRITTEN EXAMINATION, A PERFORMANCE EVALUATION, OR AN ORAL INTERVIEW. IF

YOU HAVE A DISABILITY WHICH MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, PLEASE NOTIFY THE HUMAN RESOURCES DIVISION IN WRITING BY THE LAST DATE TO APPLY ON THIS BULLETIN.

EMPLOYMENT INFORMATION:

APPLICATION PROCESS: Applications and information may be obtained from Human Resources, City Hall, 301 E. Olive Avenue, Burbank, CA 91502.

Applications must be filled out completely and clearly show that the minimum qualifications are met. Separate applications must be submitted for each job classification. Applicants should promptly notify Human Resources of any change of address and/or phone number.

EXAMINATIONS: Those applicants who appear to be among the best qualified will be selected for the examination. Examination scores determine standing on Eligibility Lists.

SELECTION: An Eligibility List is established for each job classification and is normally valid for one year unless sooner exhausted or canceled. A vacancy is filled from among any one or more of the following procedures: the top three available candidates on the appropriate list or the top three whole scores on the appropriate list. Names non-selected after three certifications are removed from the Eligibility List. The City of Burbank reserves the right to discontinue a recruitment for any reason prior to the establishment of an Eligibility List. Established Eligibility Lists may or may not be used to fill vacancies at the discretion of the hiring department.

Contact Human Resources for any questions regarding certification.

APPOINTMENT: All employment offers are conditional based upon the successful completion of a medical examination (which will include a drug screening), police record check, reference and background checks. All new employees are required to take a loyalty oath.

CITIZENSHIP: United States citizenship is not required for most positions, however, non-citizen applicants must present proof of permission to work prior to employment. Application for citizenship at least one year to final date is required for sworn police/fire positions.

PROBATIONARY PERIOD: Employees serve a probationary period ranging from six (6) months to one (1) year. If performance is not satisfactory, an employee may be rejected without cause or recourse during the probationary period.

EXEMPT POSITIONS: Employees hired into Exempt positions do not have any property or vested right to their position and may be terminated at any time without cause or recourse.

VETERANS' PREFERENCE: Veterans' preference is given for service during certain periods of war or national emergency (dates are on file in Human Resources) on open examinations only. Qualified veterans, widows of veterans, and spouses of disabled veterans who pass the examination(s) are eligible. To claim preference, applicants must submit a copy of the DD214 or other acceptable proof of service with their application.

EMERGENCY SERVICE: All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

EQUAL OPPORTUNITY: For the purpose of clarification, discriminatory harassment shall be generally defined as derogatory comments regarding age, sex (including pregnancy, childbirth, or related medical conditions), race, color, religion, national origin, ancestry, citizenship status, uniformed service member status, marital status, sexual orientation, gender identification, genetic characteristics, medical condition, FMLA/CFRA eligibility, or any disability protected by state or federal law..

EMPLOYEE BENEFITS:

FLEX BENEFIT PLAN: The City provides a specific dollar amount to each employee, based on the employee's bargaining unit, to use toward the purchase of a health plan, dental plan, life insurance, deferred compensation, and other related benefits.

VACATION:

0-4 year service: 2 weeks per year

5- 14 year service: 3 weeks per year

15+ year service: 4 weeks per year

SICK LEAVE: 8 hours of sick leave per month.

PERSONAL/ADMINISTRATIVE LEAVE: Number of days depends on unit and option selected.

HOLIDAYS: 9 - 13.5 paid holidays depending on bargaining unit.

RETIREMENT: Public Employees' Retirement System. Employees who meet the PERS criteria become members upon employment. Depending upon bargaining unit, the City may contribute to the fund on behalf of the employee. Retirement formula is calculated at 2.5% @ 55 for miscellaneous employees, 3% @ 50 for safety employees (Police) and 3% @ 55 for safety employees (Fire). Employees in the PERS system are not covered by Social Security.

MEDICARE: All newly hired employees contribute a portion of gross salary for Medicare coverage as determined by Federal regulations.

TUITION REIMBURSEMENT: A tuition reimbursement plan is available to City employees.

CREDIT UNION: Offers systematic savings and loans at low interest.

(Actual benefits will depend on bargaining unit and may differ from information listed).

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.burbankusa.com/>

OUR OFFICE IS LOCATED AT:

301 East Olive Avenue #101

Burbank, CA 91502

818-238-5021

CityJobs@ci.burbank.ca.us

An Equal Opportunity Employer Job #120433B1

JAILER

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SUPPLEMENTAL INFORMATION:

None.