

<b>Bulletin Number</b>	3493BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Probation
<b>Position Title</b>	DETENTION SERVICES OFFICER
<b>Exam Number</b>	F8655C
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	04/19/2012
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	3910.18
<b>Salary Maximum</b>	4599.46
<b>Benefits Information</b>	<b>Represented Employees</b> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
<b>Position/Program Information</b>	Supervises 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.
<b>Essential Job Functions</b>	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. Transport juveniles to other Probation Facilities, courts or other locations as-needed.
<b>Requirements</b>	(1) *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 - (2) A valid Red Cross C.P.R. and First Aid Certificate prior to appointment. <b>(3) THE FOLLOWING REQUIREMENTS RELATING TO PEACE OFFICER STATUS:</b>  - **No Felony Convictions - U.S. Citizenship - 21 years of age
<b>Physical Class</b>	<b>Physical Class IV</b> – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.
<b>License(s) Required</b>	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.

**Special Requirement Information**

Some applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

\*Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field of study with Registrar's signature and/or school seal to the application at the time of filing.

**Applicant must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the document to (562) 401-2885 within five (5) days of filing online, or by the last day of filing. WHICHEVER COMES FIRST. Please include your name, the Exam Number, and Exam Title on the faxed documents.**

**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 a qualifying written examination (Juvenile Corrections Officer) developed and validated by the California Department of Corrections and Rehabilitation (CDCR), Corrections Standards Authority (CSA) and 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:

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.

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

Applicants that are currently scheduled to take the Juvenile Corrections Officer written test as 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.

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.

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

**Special Information**

**\*\*AN EXTENSIVE CRIMINAL RECORDS CHECK WILL BE CONDUCTED TO ENSURE NO FELONY CONVICTIONS.**

**A thorough background investigation, including live scan and drug screening will be conducted prior to appointment.**

CANDIDATE AGE WILL BE VERIFIED DURING THE BACKGROUND PROCESS.

You need not list an arrest and/or conviction when the record of such an incident has been sealed in accordance with Penal Code Section 1203.45, 851.7 or 851.8; nor do you need to list an arrest and/or conviction if your record has been expunged or is eligible for expungement pursuant to Health and Safety Code Section 11361.5. However, you must list the arrest and/or conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code Section 1179 or 1172), or a pardon per Section 4852.16 of the Penal Code.

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.

**ALL CANDIDATES WILL BE REQUIRED TO PROVIDE POSITIVE IDENTIFICATION BEFORE BEING ADMITTED TO THE WRITTEN TEST, OR INTERVIEW. PLEASE BRING TO THE TEST AND INTERVIEW, A VALID FORM OF IDENTIFICATION WHICH HAS YOUR PHOTOGRAPH AND SIGNATURE (SCHOOL OR WORK I.D. PASSPORT, OR MILITARY I.D CARD).**

**Vacancy Information**

The resulting eligible register for this examination will be used to fill permanent 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.

**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 ACCEPTED.

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.

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.

We may reject your application at any time during the selection process.

Applications can be completed and submitted online by clicking on the link above this bulletin that reads Apply to Job so you can track the status of your application online and receive notification of your progress by e-mail.

Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted. This examination may close for filing at any time without prior notice.

Note: If you are unable to attach required documents, you may fax them to (562) 401-2885 within five (5) business days of filing online. Please include exam number and exam title.

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 a family member 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, dates completed, and number of credits 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:**

[GENERAL EXAMINATION INFORMATION](#)

**OR**

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

**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.

<b>Department Contact Name</b>	Hugo Vasquez
<b>Department Contact Phone</b>	562-940-2522
<b>Department Contact Email</b>	Hugo.Vasquez@probation.lacounty.gov
<b>ADA Coordinator Phone</b>	562-940-3552
<b>California Relay Services Phone</b>	562-940-2711
<b>Alternate TTY Phone</b>	562-940-2711
<b>Job Field</b>	Public Safety/Law Enforcement/Probation
<b>Job Type</b>	Protective Services Workers