



CITY OF INGLEWOOD

Human Resources Department

Announces a Career Opportunity For:

JAIL SUPERVISOR



SALARY: \$3,263 - \$4,622 per month plus excellent medical and retiree benefits.

APPLY IMMEDIATELY! Applications will be accepted by the Human Resources Department until a sufficient number of qualified applications have been received. Applicants must attach a copy of a **CERTIFICATE OF COMPLETION OF A S.T.C. JAILERS CORE COURSE** to application materials.

THE POSITION OF JAIL SUPERVISOR, under general supervision, trains, develops, and evaluates the job performance of assigned staff in conjunction with the Jail Manager. Additional duties include, but are not limited to: assisting in the preparation of the budget, quarterly and annual reports, and identifying and implementing division's goals and objectives; developing and/or revising policies and procedures for recommendation to Police Administration via the Jail Manager; participates in receiving, identifying, processing and monitoring the activities of prisoners; creates and/or reviews booking forms; reviews court documents for public records prepared by staff; and ensures proper care of arrestees while coordinating day-to-day operations of the jail. This classification is required to work **WEEKENDS, HOLIDAYS, and VARIOUS SHIFT SCHEDULES**.

MINIMUM QUALIFICATIONS: **AA/AS degree in Law Enforcement, Criminal Justice or closely related field, successful completion of a S.T.C Jailer Core Course AND three years of experience working in a full-service jail facility managing and processing inmates; must possess at the time of application a certificate of completion of a S.T.C. Jailers Core course.** Applicants must have the ability to exercise good judgment and maintain calm professional composure in normal and stressful situations; skilled in establishing and maintaining productive working relationships with both external and internal customers; effectively communicate orally and in writing; and complete and maintain accurate records.

THE SELECTION PROCESS begins with a complete review of all application materials submitted. Resumes are accepted but **NOT** in lieu of an official city application. Only those applicants determined to be "**MOST QUALIFIED**", as reflected in their application materials, will be invited to participate in the Selection Process for this position.

The Selection Process for this position, depending on the number of qualified applications received, may consist of a qualifications/application review, written exercise, a multiple choice written exam, performance exam and/or a technical interview. Candidates who earn a minimum of 70% on each test part will have his/her name placed on an employment eligibility list.

A thorough investigation of personal history, including, but not limited to, work, education, military, Internal Affairs/Complaint History, and conviction records will be performed. A polygraph examination will be conducted on all candidates entering the background process.

VETERANS' PREFERENCE: Honorably discharged veterans of the United States Armed Forces who receive a passing score on an open competitive examination are entitled to have five (5) points added to their final score. To claim preference points, qualifying applicants must submit a copy of their DD-214 by the final closing date.

OPEN UNTIL FILLED

EPN: 2009-10/01

One West Manchester Boulevard • Inglewood, CA • 90301 • Phone (310) 412-5460 • www.cityofinglewood.org

BENEFITS**MANAGEMENT / PROFESSIONAL UNIT**

WORK SCHEDULE

May work 9/80 Employees work 9-hours per day Monday – Friday with alternating Fridays off.

RETIREMENT

3% @ 60 Public Retirement System (PERS) Retirement Formula. City pays employee membership contribution. The City does not participate in social security.

HOLIDAYS

13 holidays per year including one floating holiday

VACATION

80 hours after the completion of the first year

SICK LEAVE

108 hours per year

INSURANCE

City paid health, dental, vision, and mental health plans to include family coverage

EDUCATION REIMBURSEMENT

\$800 annually after one year of service

PROFESSIONAL DEVELOPMENT

\$500 annual allowance

ADMIN LEAVE/COMP TIME

72 hours annually

HIRING PROCESS

The City of Inglewood is a Civil Service Organization, which requires that all full-time appointments be selected from an active employment eligibility list. Once an eligibility list has been established for a specific job classification, the top three ranks of the employment eligibility list that are willing, ready and able to accept the position shall be certified to the hiring authority for a selection interview.

The Hiring authority may select any one of the top three ranks to recommend for appointment to the vacant position. Once a selection is made the candidate will receive a conditional employment offer letter contingent on passing a complete medical physical examination to include blood work, proof of authorization to work in the United States, and character / professional reference check. All new appointments shall serve a probationary period of one-year and newly hired employees can be terminated with or without cause during probation period.

If you are not selected for the current open position, your name remains on the employment eligibility list for a period of one year or whatever is stated on the job announcement. The Human Resources Department will continue to send your name to hiring departments for which you have not interviewed that have vacancies for the job classification for which you have applied until the eligibility list expires or is exhausted.

The provisions of this job bulletin do not constitute an expressed or implied contract. Any provisions in this bulletin may be modified or revoked without notice.

In Accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986 must verify identity and entitlement to work in the United States by providing required documentation such as a US Passport or valid California Driver's license and a Social Security Card.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

[HTTP://WWW.CITYOFINGLEWOOD.ORG](http://www.cityofinglewood.org)