

DUTY STATEMENT

OPOS 065-556-6295-001

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Peace Officer Selection (OPOS)	POSITION NUMBER (Agency - Unit - Class - Serial) 065-556-9662-002 & 065-556-9662-022 2 Positions available
UNIT NAME AND CITY LOCATED Northern Selection Center Background Investigation Unit	CLASS TITLE Correctional Officer (Recruitment Coordinator)
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO 9838 Old Placerville Road Suite B, Sacramento, 95827
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 065-556-9662-002

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE YOU WORK WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Correctional Lieutenant for Recruitment, Office of Peace Officer Selection (OPOS), Peace Officer Recruitment Unit (PORU), the Correctional Officer (Recruitment Coordinator) is responsible for independently coordinating and performing regional as well as statewide recruitment activities.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
50%	<ul style="list-style-type: none"> Recruit for entry-level Peace Officer positions within adult institutions and juvenile facilities. Represent the Department at career and job fairs, college and high school campuses, workshops, military bases, and community events. Give presentations and coordinate/conduct workshops. Serve as a community contact in the promotion of the Department's career opportunities.
35%	<ul style="list-style-type: none"> Work closely with high schools, colleges, universities, and military bases in recruiting and developing a community-based pool of potential applicants. Work closely with employment related organizations in introducing the Department's job opportunities to potential applicants. Respond to questions from potential candidates and OPOS staff regarding Peace Officer careers and the Peace Officer selection process.
10%	<ul style="list-style-type: none"> Prepare regular activity reports and meet with management and other Peace Officer Recruitment Unit staff as needed, to plan, organize, and implement a statewide/national recruitment program for entry level Peace Officers.
5%	<ul style="list-style-type: none"> Perform other duties as assigned.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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RPA- -

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Independent • Excellent organization skills • Attention to details • Confidentiality due to nature of work projects • Tactful and professional • Open-minded and flexible to other ideas and solutions • Excellent communication skills • Working knowledge of computer applications – Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Internet) • Must type at a speed of not less than 40 words per minute (verified by typing certificate) <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Works well with a team or group • Takes and provides direction <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Office environment • Business dress, according to current policy • Extended periods of time in seated position • Use computer and telephone in performing work • Ability to handle stress • Confidential and sensitive environment