



*We're Hiring!!  
Sheriff's Records Specialists!*

**KCSOJOBS.ORG**

**HIRING EVENTS IN DECEMBER!**

**WHEN:**

SATURDAY, DECEMBER 10, 2022  
8:00 A.M. - 11:00 A.M.

WEDNESDAY, DECEMBER 14, 2022  
4:00 P.M. - 7:00 P.M.

**WHERE:**

KERN COUNTY SHERIFF'S OFFICE  
1350 NORRIS ROAD  
BAKERSFIELD, CA 93308



Candidates will be able to speak to recruiters, background investigators and take a tour. Learn more about the position with the hiring managers!





**KERN COUNTY**  
invites applications for the position of:

## **Sheriff's Records Specialist - Shift**

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|------------------------------|---|
| <b>SALARY:</b>               | \$19.39 - \$23.17 Hourly<br>\$1,551.23 - \$1,853.54 Biweekly<br>\$3,361.00 - \$4,016.00 Monthly |
| <b>DEPARTMENT:</b>           | SHERIFF   |
| <b>OPENING DATE:</b>         | 07/07/22  |
| <b>CLOSING DATE:</b>         | Continuous  |
| <b>POSITION INFORMATION:</b> |   |

Amended: 8/3/22, 11/28/22

**Join us on Saturday, December 10th, 2022 from 8 a.m. to 11 a.m. and Wednesday, December 14th from 4 p.m. to 7 p.m. at the Kern County Sheriff's office located at 1350 Norris Rd, Bakersfield, CA 93308. You will be given the opportunity to have your resume and application pre-screened, on site.**

**Benefits include but are not limited to:**

- Paid Holiday Leave: 12 set days (per calendar year)
- 3 Days of Paid Winter Recess Leave
- Up to 80 Hours of Paid Time Off per Year
- Minimum 2% Salary Increase July, 2023
- Deferred Compensation
- Access to Health Care Benefits
- Access to Voluntary Benefits

**Shift information:** 5% additional pay for evening shift work; 7.5% additional pay for night shift work. Applicants must be able and willing to work any shift of a 24-hour period and any 5 of 7 days.

**EXAMINATION SCHEDULE:**

- Written Exam: will be conducted on July 29, 2022

**Examinations:** Written Exam (Weight 100%) Will be conducted for evaluating the applicants knowledge of basic office procedures and equipment operation; English language, grammar and punctuation; public relations principles; proper telephone etiquette, computer and associated word processing including data entry and retrieval of records and other relevant subjects.

Applicants must attain at least a 70% score on each phase of the examination process.

**Minimum Qualifications/ Employment Standards:**

- High School Diploma, G.E.D. or equivalent
- Two years of clerical experience OR an equivalent combination of education and experience sufficient to obtain the knowledge and skills to successfully perform the essential duties of the job.

- Certification of Typing/Keyboarding speed of 45 net words per minute.

Applicants **MUST** submit a copy of their typing or keyboard certificate, issued within the last two years, verifying a speed of 45 net words per minute and attach it with their completed application. Certificates must conform to testing standards adopted by the Civil Service Commission. Typing certificates information may be found [here](#).

Character: Applicants must have a reputation for honesty and trustworthiness. Felony law convictions will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor convictions may be disqualifying. Candidates must pass a thorough background investigation.

Full Job Description: [Sheriff's Records Specialist](#)

## ABOUT KERN COUNTY:

Kern County employees provide opportunities that are purposeful to our community. Every employee and every action contributes to the improvement and strengthening of our county.

To learn more about Kern County, click [here](#) or follow us:



### High Performance Culture

Kern County is actively engaged in creating a culture that promotes excellence, innovation and continuous improvement. [LaunchKern](#) is Kern County's continuous improvement initiative based on the principles of Lean Six Sigma. LaunchKern empowers our valued employees to change the way government works by improving their work environment, saving taxpayer dollars and enhancing services to residents.

### Growth Mindset

We always encourage our employees to grow and develop. Kern County has a culture of innovation that allows employees to explore creative and more efficient ways to accomplish their work. We provide access to training and continued professional development in an effort to ensure that our employees have opportunities for career growth.

## ADDITIONAL INFORMATION:

Admittance to the examination will require a valid government issued photograph identification. Applicants who are unable to present proper identification must make arrangements with the Human Resources Division prior to the test date.

Appointees will be fingerprinted and required to pass a background investigation.

Following an offer of employment, you may be required to submit to post offer medical and drug screening tests at County expense.

This examination will establish an eligible list from which immediate appointment(s) will be made at the **Kern County Sheriff's Office**. Other permanent and temporary appointments will be made as needed. Successful candidates will remain on the eligible list for a period of twelve-months, unless specified otherwise by the Civil Service Commission.

This position works within the Kern County Sheriff's Office. For more information about the department, please view their website [here](#).

This is a continuous recruitment and may close at any time without notice.

For more information regarding Kern County's recruitment process, please see our [FAQ page](#).

**Kern County is an ADA compliant and an equal opportunity employer and encourages all qualified individuals from diverse backgrounds to apply.**

## SUPPLEMENTAL:

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kerncounty.com/hr>

1115 Truxtun Avenue First Floor  
Bakersfield, CA 93301  
(661) 868-3480

[hr@kerncounty.com](mailto:hr@kerncounty.com)

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Item #3255  
Position #8597  
SHERIFF'S RECORDS SPECIALIST - SHIFT  
NA

### Sheriff's Records Specialist - Shift Supplemental Questionnaire

- \* 1. I have a typing/keyboard certificate, issued in the last two years, verifying a speed of at least 45 net words per minute and have attached it to this application. \*\*\*Go to the Human Resources Division's website at: <https://www.kerncounty.com/home/showdocument?id=1778> for information about where to obtain a certificate. **(Failure to attach required supplemental materials will result in the rejection of application.)**
- ☐ Yes   ☐ No

- \* 2. **Have you ever been convicted of any offense other than a minor traffic violation?**

**Please Note:** You are not required to disclose convictions of **Marijuana-related offenses** per Labor Code 432.8; if those convictions are more than two years old. If you are not required to disclose a conviction, you may answer "NO" to the question above.

The fact that a conviction has been relieved or expunged does not necessarily relieve you of the obligation to disclose that conviction. (For instance, you are legally required to list all convictions relieved under Penal Code Section 1203.4.) Failure to list any conviction which you are legally obligated to disclose is an omission of a material fact which will cause forfeiture of all rights of employment with the County of Kern.

☐ Yes   ☐ No

- \* 3. If you answered "YES" to the above question, complete the Conviction Summary below. If you answered "NO" to the above question, enter "NA" below. Starting with your most recent conviction, please list all convictions (not arrests) you have received, with accurate dates and in full detail. As per Civil Rule 307.10.01, a "conviction," shall include a plea of guilty or a conviction following a plea of nolo contendere. The Human Resources Division will review your application and this supplement to determine whether or not your conviction record affects your eligibility for examination or certification. The Civil Service Commission may refuse to examine or, after examination, to certify as eligible or may remove an eligible from the eligible list for

good cause. Conviction Summary--For EACH conviction you must provide all of the following information: 1. Convicted of (Code # & Offense) 2. Date 3. Location 4. Disposition (fine, sentence, etc.) 5. Explanation of circumstances of case (add additional information as an attachment if needed) 6. Current Status (Probation, Parole, etc.)

\* Required Question