

## **SHERIFF'S AIDE**

### **Definition:**

Under supervision, performs a variety of support activities in the areas of civil or criminal processes, fleet maintenance, detentions facilities, and inventory of evidence, property or supplies.

### **Distinguishing Characteristics**

The Sheriff's Aide is distinguished from other classifications by its responsibility for performing specialized non-sworn support activities within the Sheriff's Office dependent upon assignment. Incumbents will assist both sworn and non-sworn personnel and may be required to work any shift, weekends and holidays.

### **Essential Functions:**

- Receives and delivers mail, deliveries, supplies, summons, civil and criminal complaints, notices, and/or other related items.
- Monitors the Sheriff's Office supplies and inventory; recommends replenishment of supplies and inventory.
- Maintains and accesses information from databases, files, and/or other related records; maintains detailed logs and records for statistical and reporting purposes.
- Stores, transports, and/or destroys property and/or evidence as assigned.
- Assists with day-to-day fleet maintenance; ensures vehicles and equipment are tracked, serviced and operational; orders and maintains fleet fuel supply and ensures fuel regulatory requirements are met.
- Oversees work release, community service and/or other special programs and participants; determines suitability of participants.
- Transports personnel, equipment and supplies to designated sites.
- Assists sworn and non-sworn personnel; monitors inmate movement and activities within a detentions facility; monitors emergency alarm systems; operates communication systems; operates cell doors, security doors and sally ports; maintains key control; collects fees and processes related paperwork.
- Assists with the booking and processing of inmates; photographs inmates for identification purposes; rolls palm and fingerprints; provides information for requesting officers.
- Performs other related duties as assigned.

### **Employment Standards:**

High School Diploma or G.E.D. or equivalent. Possession of a valid California Class C driver's license at the time of appointment.

**Knowledge of:** basic office practices and inventory maintenance principles; customer service principles.

**Skill in:** using a computer and related software applications; providing customer service; maintaining office supplies and inventories; keyboarding; maintaining records; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.