



The Department of Personnel Services, Employment Services Division announces the exam for:

Sheriff's Records Officer I

Exam # 28396-B

Approximate Monthly Salary: \$5,641.08 - \$6,857.34

DESCRIPTION

Under supervision, the Sheriff's Records Officer I, performs a wide variety of specialized and/or technical law enforcement support duties within the Sheriff's Department.

MINIMUM QUALIFICATIONS

One year of paid, full time work experience performing clerical, general recordkeeping, and/or accounting work experience,

Or

One year of paid, full time work experience in a position involving public contact, including interpreting/clarifying rules, regulations, policies, or procedures.

(First cut-off is at 5:00 PM on June 15, 2023)

Please refer to job announcement for cut-off dates.

(Final cut-off is at 5:00 PM on September 7, 2023)

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."