



# ADMINISTRATIVE LEGAL CLERKS

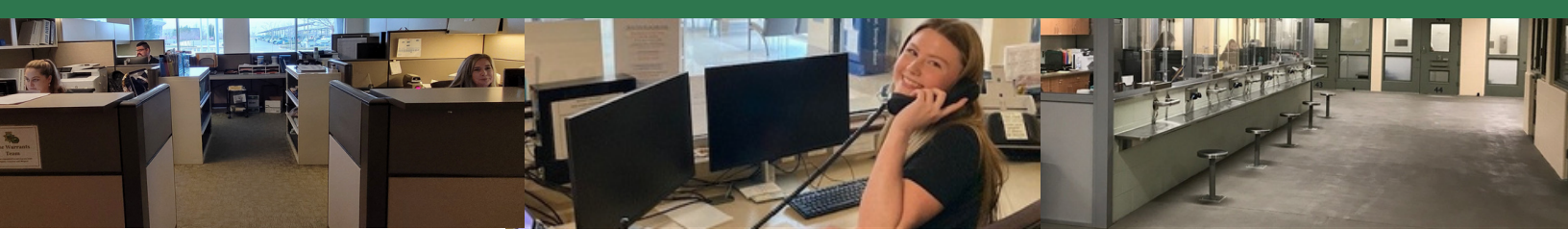
**WE COMMIT TO TREAT ALL WITH DIGNITY,  
COURTESY, AND RESPECT**

***Administrative Legal Clerk - Entry/Journey - \$23.45 - \$32.31/hour***

***Administrative Legal Clerk - Senior - \$28.53 - \$35.63/hour***

This recruitment is open continuously. Interested applicants are encouraged to apply immediately by submitting an application via the County's website at [www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com).





## THE OPPORTUNITY

The Corrections Division (jail) of the Sheriff's Office is seeking several Administrative Legal Clerks. These positions perform a variety of administrative and clerical work and are responsible for working in warrants, booking, and the front office. In addition to base pay, positions in this division receive 5% Jail Incentive Pay, Night Shift Differential pay of 7.5% (when assigned to work the night shift), and a uniform allowance in the amount of \$800 per year. This division requires working 12-hour shifts, including nights, weekends, and holidays. Positions are located in the jail at either the Auburn or South Placer facility. All jail shifts are rotational based on seniority.

## THE POSITION

Non-sworn civilian staff who provide support to custodial staff and handle the administrative side of jail operations. The Corrections Support Unit consists of the following sub-units:

- **The Front Counter** | The Front Counter team provides customer support for visitors to the jail. Some of the services provided include processing court-ordered book and releases, checking in professional visitors, and processing bail bonds.
- **Visiting** | On-site personal visits at the South Placer Jail are facilitated via video. Administrative Legal Clerks are responsible for checking visitors in, assigning video visit stations, and enforcing visiting rules. Off-site video visitation is also available and is managed by the Administrative Legal Clerks working at the Front Counter Visiting station. The Auburn Jail provides in-person, face-to-face visits for inmates with friends and family. The visiting center is open four days per week and is staffed with one Administrative Legal Clerk and one Correctional Officer or Deputy. The Administrative Legal Clerk is responsible for checking in visitors, assigning phones, and enforcing Visiting Center rules. On and off-site video visitation is also available at the Auburn Jail and is managed by the Administrative Legal Clerks working at the Front Counter Visiting desk.
- **Criminal History/Booking** | Criminal histories (rap sheets) are an integral part of the custody process. Administrative Legal Clerks work closely with arresting agencies and officers to run criminal histories for every arrestee brought into the jail. The rap sheet is utilized by various entities within the custodial system for things such as positively identifying a person in custody, determining bail amount, or properly classifying inmates based on past arrest, gang affiliation and prison history. As part of the booking process, Administrative Legal Clerks prepare booking files, interview inmates, and process various types of paperwork. They work with allied agencies on obtaining warrants and/or restraining orders to be served. Notify Parole and/or Probation when arrestees on parole/probation are brought into custody. A glass partition separates the Administrative Legal Clerk and inmates.
- **Warrants/Clets** | As the warrant repository for Placer County, this unit manages all criminal warrant activity, including extraditions. In this busy unit, Administrative Legal Clerks are responsible for processing all warrants, monitoring incoming and outgoing nationwide telecommunications, and working closely with allied agencies to facilitate warrant service. This is the central telecommunication center for both facilities and is responsible for disseminating these messages to the appropriate jail and unit.

## MINIMUM QUALIFICATIONS

### Administrative Legal Clerk – Entry

**Experience:** Two years of clerical experience.

**Training:** Equivalent to the completion of the twelfth grade.

### Administrative Legal Clerk – Journey

**Experience:** Two years of experience performing duties comparable to that of an Administrative Legal Clerk – Entry for Placer County.

**Training:** Equivalent to the completion of the twelfth grade.

### Administrative Legal Clerk – Senior

**Experience:** Three years of increasingly responsible legal clerical experience.

**Training:** Equivalent to the completion of the twelfth grade.

For additional information about Placer County please visit the website at [www.placer.ca.gov](http://www.placer.ca.gov).

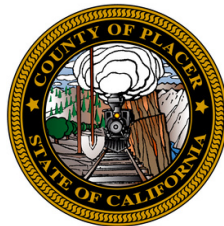


## PLACER COUNTY

Placer County is an extraordinary community characterized by a healthy and diverse economy, an attractive business environment, and residents who benefit from high-quality educational, safety, and healthcare infrastructure in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County is located in Auburn and is well-positioned 30 miles northeast of Sacramento, the State capital. The total population is approximately 415,000 in unincorporated and incorporated areas of the County combined (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville), including areas of the Sierra Nevada region, the foothills of Auburn, the historic Gold Country, and North Lake Tahoe. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, including El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba counties. Lake Tahoe, nature's crown jewel of the Sierras, is a short 90-minute drive from the westernmost points of the county.

Placer County is consistently ranked first for its quality of life and is one of the healthiest counties in California. Home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County, Placer also offers a variety of exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties, and extensive farmlands with a mix of farming and ranching opportunities.

**Thank you for your interest in employment with Placer County.** Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision making, political orientation, or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.



## THE APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application via the County's website at [www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com).

*Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.*

**HUMAN RESOURCES DEPARTMENT**  
**Equal Opportunity Employer**  
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Auburn CA 95603

(530) 889-4060  
[www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com)