

CITY OF RED BLUFF INVITES APPLICATIONS FOR

POLICE RECORDS SPECIALIST I

ANNUAL SALARY RANGE: \$ 28,412 – \$34,535

APPLICATION REQUIREMENTS:

Submit the following documentation to:

**City of Red Bluff, Attn: Human Resources
555 Washington Street
Red Bluff, Ca 96080
(530) 527-2605 ext. 3051**

- 1). City of Red Bluff Employment Application
(Applications may be obtained in person, by mail at the above address or www.cityofredbluff.org)
- 2). Copy of high school diploma or G.E.D. certified scores and/or college transcripts.
- 4). Copy of current driver's License
- 5). Signed acknowledgement in attached job description

SUBMISSION OF THE ABOVE ITEMS IS REQUIRED IN ORDER FOR AN APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.

Definition of Position

Performs responsible routine to moderately complex clerical duties to help ensure efficient and effective office operations, to provide efficient and courteous customer service. Answers the telephone; provides information and assistance as requested; takes messages as necessary. May perform radio dispatching or teletype activities. Performs other duties as required.

Selection Procedure:

All application materials received by the final filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of applicants meeting the requirements and demonstrating the most desirable qualifications will be invited to participate in the interview process. It is, therefore, important that the application be thorough, detailed, and clear. The interview and selection processes will consist of an oral panel interview, a possible second interview, a thorough background investigation, and pre-employment medical, Drug/Alcohol exam. An eligibility list of qualified applicants will be established following the testing and interview process. The list will be in effect for one year.

Current Benefits:

Benefits include vacation and sick leave of approximately 25 days per year; 12 paid holidays; partially paid health, dental, and vision insurance; fully paid 2% @ 62 PERS retirement; workers' compensation; and uniform allowance.

Wages, hours, and other terms and conditions of employment are determined through a "Meet and Confer" process and are subject to the Memorandum of Understanding currently in effect. Police Records Specialists are part of the Miscellaneous Bargaining Unit. The probation period for a Police Records Specialist I is one year.

The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. The City of Red Bluff assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice.

EOE. We do not discriminate on the basis of race, Religious creed, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, sexual orientation, or age.

**FINAL CLOSING DATE – JUNE 21, 2016 AT 5:00 P.M.
Postmarks will not be accepted.**



Return completed application to:

City of Red Bluff
Human Resources Department
555 Washington Street
Red Bluff, CA 96080
(530) 527-2605
vcobb@cityofredbluff.org

EMPLOYMENT APPLICATION FOR LAW ENFORCEMENT

Application must be typed or printed and signed in ink. (Use black or dark blue ink. DO NOT USE PENCIL)

Position applied for: _____ Expected Rate of Pay: _____

Name: _____
LAST FIRST MI

Address: _____
STREET CITY STATE ZIP

Mailing Address: _____
STREET CITY STATE ZIP

Home Phone No.: () _____ Message Phone No. () _____
AREA CODE NUMBER AREA CODE NUMBER

Driver License No.: _____ Class: _____ State Issued: _____ Expiration Date: _____

	Yes	No
If you are hired, can you submit proof of right to work in the United States?	_____	_____
Are you at least 18 years of age?	_____	_____
Have you been discharged or forced to resign a position? (If yes, please <u>explain circumstances below</u> .)	_____	_____

Were you previously employed by the City of Red Bluff? (List under what name and year below.) _____

Do you have any relatives working for the City of Red Bluff? (List names, relationship and department below.) _____

As an Adult have you ever been convicted of a misdemeanor or felony?
(If yes, please list charge(s), date and explain circumstances below.) _____

(Note: Conviction is not necessarily a bar to employment. Each case is given individual consideration.)

All new employees are fingerprinted to determine criminal background.

Do you possess any license, permit, certificate or are there any other experiences, skills or qualifications, which you feel would especially meet the requirements as stated on the job announcement?

Describe:

If you are attaching a resume, please read: In order for your application to be considered, the following section MUST be completed. A resume MAY be attached, but WILL NOT be acceptable in lieu of this section. List below all present and past employment FOR THE LAST 10 YEARS beginning with your most recent. Explain gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

Incomplete information MAY result in disqualification.

DATES Month-Year		PRESENT OR LAST POSITION	Company	Position held	Starting salary	
From			Mailing Address	Your supervisor's name and title	Final salary	
TO			City State Zip Code	Reason for Leaving	Phone No.	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Your Duties		Hours per week	
DATES Month-Year		NEXT PREVIOUS POSITION	Company	Position held	Starting salary	
From			Mailing Address	Your supervisors name and title	Final salary	
TO			City State Zip Code	Reason for Leaving	Phone No.	
May -we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Your Duties		Hours per week	
DATES Month-Year		NEXT PREVIOUS POSITION	Company	Position held	Starting salary	
From			Mailing Address	Your supervisor's name and title	Final salary	
To			City State Zip Code	Reason for Leaving	Phone No.	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Your Duties		Hours per week	
DATES Month-Year		NEXT PREVIOUS POSITION	Company	Position held	Starting salary	
From			Mailing Address	Your supervisor's name and title	Final salary	
TO			city State Zip Code	Reason for Leaving	Phone No.	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			Your Duties		Hours per week	
School	Name and Address of School	Course of Study	Credits Earned Quarter Units Semester Units		Diploma or Degree	Grade Point Average
High						
College						
Other (specify) Business, Trade, etc.						

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ACCOMPANYING MATERIALS ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSIONS OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS TO EMPLOYMENT WITH THE CITY OF RED BLUFF REGARDLESS OF MY LENGTH OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED. I AUTHORIZE THE RELEASE OF PERTINENT INFORMATION TO THE CITY BY EMPLOYERS AND EDUCATIONAL FACILITIES. THIS APPLICATION WILL BE GOOD FOR 180 DAYS.

Signature of Applicant _____
(Use ink, required for application to be complete)

Date _____

Position applied for: _____

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD)

COMPLETION OF THIS FORM IS VOLUNTARY

APPLICANT: The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Please check one box only for the ethnicity category you most closely identify with:

- Hispanic or Latino
- Not Hispanic or Latino

Please check one box only for the gender category you most closely identify with:

- Male
- Female

Please check one box only for the race category you most closely identify with:

- American Indian or Alaskan Native
- Asian
- Black
- Native Hawaiian or Other Pacific Islander
- White

Position applied for: _____

I first learned of this job opening through (check one only):

- A friend or relative
- The City's Personnel Division-Job Line or Walk In
- Contact with a City Department Employee
- If Department, specify which _____
- Interest Card notification
- An advertisement (specify which newspaper, publication, TV, or radio station) _____
- Other means (specify) _____

Do you have any physical condition or handicap which may limit your ability to perform the job applied for? [] YES [] NO

Name (Print)

Signature

Date

If yes, what can be done to accommodate your limitations and, if necessary, to provide assistance in the testing process?
If you have special needs, please list and call (530) 527-2605 ext. 3051.

"This institution is an equal opportunity provider"
*This is an Equal Opportunity Program. Discrimination is prohibited by Federal law.
Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C. 20250.*

**CLASS SPECIFICATION
POLICE RECORDS SPECIALIST I**

GENERAL PURPOSE

To perform responsible routine to moderately complex clerical duties to help ensure efficient and effective office operations, to provide efficient and courteous customer service.

SUPERVISION RECEIVED

This position works under the general supervision of supervisory and/or management staff.

SUPERVISION EXERCISED

None exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Answers the telephone; provides information and assistance as requested; takes messages as necessary. May perform radio dispatching or teletype activities.

Greets office visitors; provides professional customer service as required.

Types, prepares, processes, reviews for accuracy, copies, files and/or transmits a variety of documents, which may include forms, reports, records, logs, notices, press releases and routine correspondence.

Compiles data and conducts routine research for reports.

Establishes and maintains files; retrieves records and files as requested.

Enters and retrieves computer data and information; maintains assigned databases and prepares spreadsheets and other computer-generated reports as required.

Assists in maintaining supply inventory.

Performs other routine clerical work as required, which may include copying and filing documents, faxing information, assembling materials, processing daily mail, preparing department payroll, etc.

May perform routine bookkeeping duties, including receiving, receipting and posting various fees and/or fines, maintaining simple financial records, preparing payment requests and purchase orders, etc.

Attends classes and training as appropriate.

Performs duties of co-workers as required.

Completes special assignments as directed by supervisor.

PERIPHERAL DUTIES

Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent,
- and
- One year of general clerical experience, which included public contact and computer operation/data processing.

Necessary Knowledge, Skills and Abilities:

- Ability to type at a speed of 35 to 55 wpm.
- Knowledge of pertinent federal, state and county laws and regulations; business letter writing and report preparation; English usage, spelling, grammar and punctuation; modern office practices and technology; basic bookkeeping/accounting methods; record-keeping techniques; basic computer word processing, data processing and spreadsheet preparation; basic mathematical principles.
- Skill in operating the listed tools and equipment and in performing clerical tasks with efficiency.
- Ability to understand and apply pertinent laws, policies, rules and regulations; follow oral and written instructions; use independent judgment in performing routine tasks; perform clerical work with efficiency and accuracy; operate office equipment with efficiency; type at a speed necessary for the successful completion of assigned duties; use computers for word and data processing and for records management; establish and maintain cooperative working relationships with those contacted during the course of work; deal tactfully and courteously with the public; communicate clearly and concisely, both orally and in writing; make required calculations accurately as required; maintain records and prepare required reports; perform duties effectively despite frequent interruptions and the stress of deadlines.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, printer, scanner, typewriter, calculator, telephone, copier, fax machine, postage machine, two-way radio; may use specialized equipment such as cameras, plotter, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks are regularly performed without exposure to adverse environmental conditions.

SELECTION GUIDELINES

A formal application, rating of education and experience, oral interviews and references check; job related tests may be required. The successful candidate must be able to pass a pre-employment medical physical and drug/alcohol test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I understand the contents of this job description and agree to them as written.

Signature

Date

Printed Name