

CITY OF CHOWCHILLA CALIFORNIA



EMPLOYMENT OPPORTUNITY

Community Service Officer/Dispatcher

\$38,253.02 - \$48,967.09 annual salary

\$18.39 – \$23.54 per hour

APPLICATION DEADLINE: Continuous

Applicants are recommended to apply and submit application materials online at www.CalOpps.org. Application materials can also be mailed or hand-delivered to Chowchilla City Hall, 130 S. Second St., Chowchilla, CA 93610; emailed to CityClerk@CityOfChowchilla.org; faxed to (559) 665-7418.

THE POSITION

Under general supervision, this non-sworn, non-peace officer position performs assignments involving responsible public contact work in crime prevention and delivers non-emergency police services; also performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position, performing a variety of community and crime prevention police activities that do not require the authority of a sworn officer. The Community Service Officer may be part of a team with sworn officers and assist in many police related functions. Community Services Officers normally are found in assignments such as: community affairs, dispatch; assisting officers, court liaison, juvenile crime and drug prevention programs, clerical assistance, processing property and evidence, preparing and processing crime reports, and working with the public at the front window and counter.

PRE-REQUISITES / QUALIFICATIONS

This is the entry-level position. Applicants must be 18 years old at time of application, **have no felony convictions**, have the ability to learn and understand radio and statute codes, understand policy and procedures written in English, function without close supervision, work a variety of shifts including weekends and holidays, and lift and transport various objects.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school plus one (1) year of experience in a clerical of similar position; college credits in criminal justice or communication preferred.

LICENSES, REGISTRATIONS, ACCREDITATIONS, ETC.

Possession of a valid Class C California Motor Vehicle Operator License; a 35 WPM Typing Certification; and achieve within one year of appointment the completion of a P.O.S.T. Dispatch Certificate, completion of D.O.J. training for full access operator, and standard CPR and First Aid Certificates issued by the American Red Cross.

ESSENTIAL JOB FUNCTIONS

- Assists in the protection of the life and property of the general public.
- Performs low risk investigative duties to the commission of crimes against property and persons.
- Completes police reports involving crimes, traffic collisions, civil procedures, and miscellaneous, non-emergency incidents where Police Department action is required or requested.
- Maintains records.
- Handles abandoned vehicles enforcement.
- Solicits community participation, support and input in determining crime prevention programs.
- Presents information to citizens groups, businesses and homeowners on crime prevention programs.
- Instructs citizens on proper methods of making property and valuables for identification.
- Conducts home and business security checks to identify security problems.
- Recommends security devices and other protective measures.
- Assists police officers with non-enforcement security devices.
- Writes routine police reports and appears in court when necessary.
- Performs general clerical work, input data into a computer and operates office machines and police radio.
- May direct and control crowds and traffic at accidents scenes or special events.
- Performs vehicle checks to determine if vehicle equipment violations have been corrected.
- Receives and responds to citizens inquiries and give general assistance or directions as appropriate.
- Handles animal regulation duties, including operation of the animal pound.
- May issue citations for animal violations.
- Responsible for Graffiti Abatement Program.
- Assist Code Enforcement Officer as necessary.

BENEFITS INCLUDE

Holidays:	The City recognizes 11 days each calendar year plus 1 floating holiday.
Vacation:	Employees receive 12 days of vacation per year for the first three years of employment. This increases in increments to a maximum of 30 days for 25+ years of employment. The accruals have a maximum Cap of 2 years of time.
Sick Leave:	3.70 hours earned per pay period with no maximum accrual cap.
Retirement:	City participates in CalPERS. The City does not participate in Social Security. Part time employees may be subject to PARS (Public Agency Retirement Services).
Health Insurance:	Employee pays a portion for employee and dependent coverage of medical, dental, health and life insurance.
Medicare:	City pays 1.45% of salary; employee pays 1.45% of salary.
SDI:	1% of salary paid by employee.

Deferred Compensation: CalPERS 457 Deferred Compensation program is available for employee participation for those employees enrolled in PERS.

Additional: Longevity pay based on years of service; uniform and boot allowance City pays all state mandated training and licenses.

SELECTION PROCEDURE

Candidates must submit application materials that include a complete and signed employment application with copies of the required certificates listed under the Pre-requisite / Qualifications in the Job Description. Candidate must complete a resume, and cover letter.

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An employment application can be downloaded from the City of Chowchilla web site at www.CityOfChowchilla.org. A printed version can be obtained from Chowchilla City Hall, 130 S. Second St., Chowchilla, CA 93610, or by calling (559) 665-8615 Extension 112.

Candidates considered to be best qualified based on the information provided will move forward in the recruitment process. The applicant who is ultimately chosen for the position will be required to pass a background check, drug test and physical exam.

The appraisal may be administered either by written examination, oral interview, performance test, or any combination as determined by the City of Chowchilla to be appropriate. Successful applicants from the appraisal will be placed on an eligibility list that is valid for one year. The final portion of the selection process includes an interview with the Chief of Police and may include the City Administrator.

The City of Chowchilla is an equal opportunity employer. The City does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, political affiliation, age, marital status, medical condition, or disability. The City of Chowchilla makes reasonable accommodations for the disabled. If you believe you require special accommodations in the testing process, you must inform the City of Chowchilla in writing prior to the testing. Applicants that request such accommodations must document their request with an explanation of the type and extent of accommodations required.

The provisions in this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked at any time. EEO