



We invite applications for the position of:
POLICE RECORDS SPECIALIST
\$69,813.38 to \$84,714.24 Annually
Plus a comprehensive benefits package

"I have always been thankful for working for the City of Mountain View. They have given me opportunities to succeed and a chance for personal growth. The City has always made me feel welcomed and a part of the family."

- Charles Caldwell, Lead Police Records Specialist

Why Consider Working for the City of Mountain View?

It's simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

About This Role

We want a **detail-oriented, reliable, and skilled** individual to join the Police Department for the position of Police Records Specialist with the City of Mountain View. You will join a **dynamic team environment** and provide exceptional customer service to the public and to the employees of the Mountain View Police Department. The detailed job description for Police Records Specialist is available on the City's website [here](#).

What You Bring

- Equivalent to completion of the 12th grade
- One year of full-time clerical experience
- Possession of a valid California class C driver license

Bonus Points! (Highly Desirable)

- Experience with heavy public contact
- Experience working in a law enforcement agency

Who You Are

- A **team-player** with a positive attitude who thrives in a fast-paced work environment
- Flexible and **adaptable** with the ability to work rotating shifts including evenings, weekends, and holidays
- A diligent worker who can **multi-task** and **prioritize** assignments while paying close **attention to detail**
- A **respectful** professional who understands the importance of confidentiality
- A fast-learner who is **technically savvy** and familiar with complex computer systems

What You'll Do

- Respond to multiple public inquiries including complaints in person, on the phone and in writing
- Perform Live Scan fingerprinting for City employees and public customers
- Enter, update and maintain data for various types of records into multiple computer databases
- Process State of California judicially mandated registrants
- Receive bail money, schedule court dates, coordinate prisoner transports and maintain warrants system

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program
- Employee appreciation days and activities

Are You Ready? Apply.

Submit your application, resume and typing certificate certifying the ability to type 35 words per minute online at www.calopps.org or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. More information regarding typing certificates can be found [here](#). Typing certificates must be attached to your application or submitted to human.resources@mountainview.gov by Thursday, May 31, 2018 at 5pm. **Please provide a valid email address on your application.** This recruitment will end either on **Thursday, May 31, 2018, at 5:00 p.m. or after 75 applications have been received**, whichever occurs first. Qualified candidates are encouraged to apply early!

Interview Process

Candidates with the most relevant qualifications will be invited to a multiple choice exam (pass/fail), **tentatively scheduled for the week of June 18, 2018**, and an oral board interview (weighted 100%), **tentatively scheduled for the week of June 25, 2018**. Select candidates who pass the multiple choice exam and the oral board interview may be invited to a department interview. Depending on the number of applicants, this process may be altered.

The Fine Print

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Candidates on the eligibility list must successfully pass an extensive background investigation conducted under POST guidelines, including a Department of Justice (DOJ) fingerprint check, prior to employment. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.