



We invite applications for the position of:
HOURLY POLICE ASSISTANT I
\$20.30 to \$27.04 Hourly

Why Consider 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 are looking for reliable, energetic, diplomatic individuals to join our team as hourly Police Assistants at the Mountain View Police Department. This is a part-time, unbenefited position. If you are a dedicated professional who is interested in pursuing law enforcement as a career, this position will help you gain valuable experience.

What You'll Do

- Issue parking citations and assist the Traffic Unit with special assignment details
- Negotiate difficult customer interactions using tact and superior oral communication skills.
- Write up incident reports detailing situations that have occurred and distribute to Department staff as necessary
- Assist the Police Department with community outreach efforts, including handing out brochures and stickers at events
- Provide top-notch customer service

What You Bring

- Education equivalent to the completion of the 12th grade
- One year of work experience including frequent public contact and the interpretation of complex rules and regulations.

Bonus Points! (Highly Desirable)

- Experience working in a municipal police department.

Who You Are

- You are a **clear communicator**, both orally and in writing
- You have the ability to establish and maintain courteous and **effective working relationships** with the public
- You are **calm** and **patient** when dealing with internal customers and members of the public
- You possess a basic knowledge of computer software such as Word and Excel
- You are **professional** and **reliable** and understand the importance of confidentiality
- You welcome **responsibility** and aren't afraid to ask for clarification when necessary
- You are very **observant** and pay close **attention to detail**

Schedule

- Up to a maximum of 29 hours per week; hours per week and schedule will be flexible depending on assignment.

Are you ready? Apply.

Submit your application and supplemental questionnaire online at www.calopps.org or to the Human Resources Division, 500 Castro Street, Mountain View, CA, 94041, (650) 903-6309. This recruitment will end either on **Friday, February 15, 2019, at 5:00 p.m.** Qualified candidates are encouraged to apply early!

Interview Process

Application screening will be part of the recruitment process. Based on the application screening, those candidates with the most relevant qualifications will be invited for an interview. Depending on the number of applications, this process may be altered.

Fine Print.

Prior to hire, candidates must successfully pass an extensive background investigation under POST guidelines, including polygraph and Department of Justice (DOJ) fingerprint check prior to a final employment offer.

Candidates with a disability which may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. The City of Mountain View is an Equal Opportunity Employer (EOE). The Mountain View Police Department is accredited by the Commission on Accreditation for law enforcement agencies.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

CITY OF MOUNTAIN VIEW
HOURLY POLICE ASSISTANT I
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your responses to one page per question or less.

1. Briefly tell us about your background and why you are interested in an Hourly Police Assistant I position with the City of Mountain View.
2. Please describe a situation when you had to deal with conflict in a work setting, your approach, and what techniques you used to diffuse the situation.