



We invite applications for the position of:
COMMUNITY SERVICES OFFICER

PART TIME - 20 HOURS/WEEK
REGULAR AND LIMITED-PERIOD POSITIONS AVAILABLE*
\$36,684 to \$44,520 Annually
(Plus a comprehensive benefit package)

"Being a Community Services Officer is an exciting career working alongside some of Mountain View's finest Police Officers in a diverse community" – Jodie Pierce, Community Services Officer

Why Consider The City of Mountain View Police Department?

It's simple. We are a **dedicated team of law enforcement 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 highly **motivated, reliable, and skilled** individual to join the Police Department for the position of Community Services Officer with the City of Mountain View. You will join a **fast-paced, dynamic team environment** that is committed to promoting community order and protecting life and property through the preservation of the public peace, prevention of crime and enforcement of laws. The Community Services Officer is nonsworn, does not carry weapons, and performs less hazardous law enforcement and police support duties. You can review the detailed job description for Community Services Officer on the City's website [here](#).

What You Bring

- Education equivalent to a high school degree.
- One year of office or public contact work experience.

Bonus Points

- Prior law enforcement experience with understanding of police operations, codes, and procedures.
- Familiar and comfortable using police (two-way) radio and computer equipment.

Who You Are

- Strong interpersonal skills, with the ability to establish and maintain positive working relationships with colleagues and members of the public.
- Effective verbal and written communication skills and able to prepare neat and accurate reports.
- Friendly and approachable; you like people and enjoy helping them.
- Able to focus and be fully present while working on multiple assignments.
- Understand the importance of acting confidently as well as compassionately.
- Able to follow procedures and directions and use sound judgment in emergency situations.

What You'll Do

- Assist sworn personnel across divisions with enforcement and non-enforcement duties, including completing routine police reports, assisting members of the public, and providing administrative support.
- Issue warning notices, administrative citations, Vehicle Code citations, and/or letters to violators of City codes.
- Maintain accurate records of activities and take reports involving non-hazardous situations.
- Perform traffic and crowd control at accident, crime, and fire scenes, special events, and traffic signal malfunctions.
- Maintain up-to-date crime prevention techniques and support community engagement strategies.

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
- Employee appreciation days and activities
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.

Are You Ready? Apply.

Submit your application, supplemental questions and resume 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.

Deadline

The recruitment will be continuous with the first application review on **Friday, February 22, 2019**. Qualified candidates are encouraged to apply early.

Interview Process

The most appropriately qualified candidates will be invited to an oral board interview. Select candidates who pass the oral board interview may be invited to interview with the Police Department staff for a more in-depth discussion regarding the position. Depending on the number of applicants this process may be altered. Qualified candidates are encouraged to apply early!

Fine Print.

*The City currently has two 0.50 part-time Community Services Officer vacancies (one regular and one limited-period). The limited-period position is currently approved through June 30, 2019 with potential for renewal on a year-to-year basis with Council approval.

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.



CITY OF MOUNTAIN VIEW
Community Services Officer (Part-Time)
Supplemental Questionnaire

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

1. Please describe any prior law enforcement experience. Please include your understanding of police operations, codes, and procedures, and familiarity with using a police radio. If no experience, please indicate "n/a."