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 want a highly motivated, reliable, and skilled individual to join the Police Department for the position of Hourly Police Records Specialist with the City of Mountain View. You will join a fast-paced, dynamic team environment, perform tasks related to police records and provide exceptional customer service. This is a part-time, non-benefited position working up to 29 hours per week with varying shifts with flexible days/times.

What You Bring

- Equivalent to graduation from high school
- One year of full-time clerical experience
- Possession of a valid Class C California Driver License

Bonus Points

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

Who You Are

- Have knowledge of basic English and arithmetic
- Have knowledge of City and Police Department policies, procedures, and services; types, sources, and the nature of Police and Fire records
- Have the ability to accurately type 35 wpm
- Have the ability to learn and use automated public safety systems, such as computer-aided dispatch (CAD), records management (RMS), as well as City, County, State, and Federal criminal justice systems such as CLETS, NLETs, and NCIC
- Have the ability to operate and are familiar with a computer and utilize computer-based applications/software
- Have knowledge of maintaining a wide variety of records related to Police and Fire services
- Communicate effectively and proactively both verbally and in writing
- “We’ve always done it this way” is not what you think OR do
- You don’t start sentences with “I can’t…”
- Highly professional, patient, respectful, ethical; possess excellent problem-solving skills
- Enjoy working in a small city atmosphere and small team environment with an engaged public, including merchants, property owners and residents

What You’ll Do

- Receive information and complaints from the public by telephone and in person, relaying information as needed to appropriate department personnel
- Respond to inquiries by the general public with information on Police services and procedures
Police Records Specialist (Hourly)
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- Process a variety of Police and Fire records and reports
- May process State of California mandated registrants, including, but not limited to, sex, arson, and gang registrants.
- Enter, update, and maintain data for various types of records into computer databases, including, but not limited to, City, County, State, and Federal criminal history databases, while ensuring accuracy and confidentiality of all information
- Operate standard office equipment and software including Laser fiche software
- Research and supply various information when requested by department personnel
- Research and supply various information and reports to authorized persons other than department personnel as permitted by law
- Assist in the care of children brought to the attention of the Police Department; may assist in questioning of subjects or victims as needed
- Prepare cases for filing with the court or District Attorney’s Office, coordinate service of subpoenas on public and department personnel, and maintains departmental forms supply as assigned
- Perform Live Scan fingerprinting for City employees, public, taxi and/or tow permits, and to complete pre-bookings
- Maintain warrants systems and coordinate prisoner transport as assigned

Are You Ready? Apply.
Submit your application and resume and 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 or (650) 903-6344. Please provide a valid e-mail address on your application. Application materials will be screened on a continuous basis. The most appropriately qualified candidates will be invited to a department interview with Police Department staff. Depending on the number of applicants this process may be altered. This recruitment is subject to close at any time. Qualified candidates are encouraged to apply early!

This position requires the ability to type at least to type 35 words per minute. You may attach a recent (must be within the last year) typing certificate from an approved local agency to your application. Note: If you are among those selected to participate in a department interview, you will be required to submit a typing certificate certifying the ability to type 35 words per minute, at that time, in order to continue to be considered for the position. Examples of approved local agencies who can verify your typing speed can be found here.

Schedule
- Limited to 29 hours per week and up to 1,000 hours per fiscal year
- Must have the ability to work flexible rotating shifts within the days and hours of Monday-Friday 5am-10pm and Saturday-Sunday 7am-10pm.

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).

Prior to hire, candidates will be required to successfully pass a psychological screening and an extensive background investigation conducted under POST guidelines, including a polygraph and 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.

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

1. The Police Records Department is staffed daily, Monday-Friday 5am-10pm; Saturday- Sunday 7am-10pm; Please indicate your availability based on this schedule. Be specific.

2. Do you have at least one (1) year of experience in clerical and/or administrative duties? If so, please describe your experience.

3. Please indicate how many words per minute you are certified to type?

4. Please describe your experience using Microsoft Office. Include specific details on how often you use Microsoft Office in your current or previous work experience and what you specifically use it for?

5. Please briefly describe your relevant work experience in a law enforcement setting and types of computer aided dispatch and/or records management systems used (CAD/RMS). Please identify the law enforcement agency or organization. If you do not have experience in a law enforcement setting, please describe your clerical and/or administrative experience in another setting. For each, list job title, employer, dates worked, hours per week and duties performed.