



Now accepting applications for:

POLICE RECORDS SPECIALIST

\$79,338.48 to \$96,272.54 Annually

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

“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**

What's the role?

We're looking for a **highly motivated, detail-oriented, and organized professional** with **strong technical and interpersonal skills** to take on the role of Police Records Specialist. You will join a **fast-paced, dynamic team environment**, perform tasks related to police records and provide exceptional customer service to the public and to City employees within the Mountain View Police Department. If you are looking to make a positive impact on the community in a unique technical support role, this position is for you! Review our detailed job description [here](#).

The Essentials

- Equivalent to completion of the 12th grade
- One year of full-time clerical experience
- Possession of a valid California class C driver license
- The ability to accurately type 35 words per minute

Bonus Points! (Highly Desirable)

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

What You'll Do

- Respond to multiple public inquiries including complaints in person, on the phone and in writing
- Enter, update and maintain data for various types of records into multiple computer databases including, but not limited to, City, County, State, and Federal criminal history databases, while ensuring accuracy and confidentiality of all information
- Process State of California judicially mandated registrants including, but not limited to, sex, arson, and gang registrants.
- Maintain warrants systems and coordinate prisoner transport as assigned
- 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
- Research and supply various information and reports to authorized persons other than department personnel as permitted by law

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<https://www.linkedin.com/company/city-of-mountain-view/>



CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

Apply Now!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Applications will be screened on a continuous basis with a first application review date of **5:00 p.m. PST on Friday, January 14th, 2022**. The recruitment may close at any time. Qualified candidates are encouraged to apply early!

City of Mountain View requires all employees to be fully vaccinated against COVID-19. This mandate allows for limited exceptions.

Are we a Match?

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

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - 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
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.

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.