



City of Mountain View

Now accepting applications for:
HOURLY POLICE ASSISTANT I
\$24.23 to \$32.27 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.

APPLY NOW!

Submit your application and resume online at calapps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will be open continuous until filled. The most appropriately qualified candidates will be invited to a department interview. This recruitment is subject to close at any time. Depending on the number of applicants this process may be altered.

CULTURAL IDEALS:

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

Follow us on LinkedIn:



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

What's the Role?

We're looking for a **reliable, diplomatic, and dedicated** professional who is interested in pursuing a career in law enforcement to take on the role of Police Assistant I. You will join a **fast-paced, dynamic** team environment, assisting in various units from issuing parking citations (Traffic Unit), data entry (Records Unit) to fleet duties (Fleet Unit) within the Mountain View Police Department. If you are looking to gain valuable experience in a law enforcement agency, this position is for you! This is a part-time non-benefitted position limited to 29 hours per week or less and 1,000 hours per fiscal year. **Must be 18 years or older. Schedule:** Up to a maximum of 29 hours per week; hours per week and schedule will be flexible depending on assignment.

The Essentials

- 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
- Possession of a valid California Driver's License

Bonus Points!

- Experience working in a municipal police department

What You'll Do

- Issue parking citations and assist the Traffic Unit with special assignment details.
- Assist police records with data entry and clerical tasks.
- Assist with fleet maintenance duties at the Police Department.
- 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.

Are We a Match?

- 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.

Fine Print. 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. 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.