



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## COMMUNITY SERVICE OFFICER

#25A -71

Monthly SALARY:

\$7,010. - \$8,527.

**Closing date 3/4/26 at 11:59 pm**

(Opened 2/11/26)

*Interested in joining the  
Redwood City team?*

### Application Process

Apply online, click here: [Apply CSO](#)

City application is required in CalOpps.

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

### Examination Process

Oral Board Interview and Written  
Exercise Tentatively scheduled for  
**Week of March 30, 2026**

All applications will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



### WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the core values of **excellence, integrity, service, collaboration, inclusion and innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community, and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a professional and progressive Police Department team that fosters innovation, creativity and collaboration, we hope you'll apply.

### THE REDWOOD CITY POLICE DEPARTMENT

We are a progressive police department, which recognizes that by working in a partnership with our community, we can best meet our goals of protecting life and property, improving the quality of life, and reducing crime and the fear of crime. Our motto is:

***"Providing Excellent Service with Integrity and Respect."***

The men and women of the Police Department are proud of our department and of our community and we look forward to working closely with all segments of our community to build and maintain a great environment in Redwood City.

The Department is divided into two organizational divisions: **Patrol**, and **Support Services**. We are a professional and progressive organization that takes great pride in providing quality service to our community.

### ABOUT THE POSITION

A **Community Service Officer** is a non-sworn uniformed police technician who is responsible for basic criminal and traffic collision investigations, issuing parking citations and warnings, towing abandoned vehicles, and basic collection of investigative information and evidence. The duties of Community Service Officers are instrumental in ensuring the availability of sworn police officers to conduct more critical patrol activities. This current opening in the Police Department is an excellent opportunity for a motivated individual seeking variety and challenge in an area of law enforcement which does not involve criminal enforcement activity such as making arrests or serving warrants. The incumbent will perform a variety of important law enforcement duties and will respond to calls for service from members of the public in appropriate circumstances; including performing traffic control, serving subpoenas, taking crime reports, assisting in community events, and in other areas which do not require arrest powers.



## BENEFITS

The successful candidate will enjoy the following benefits:

- **Public Employees Retirement System (PERS)** 2%@60 for current "classic" members, 2%@62 for new members.
- **Health Insurance:** Opportunity to select from a variety of plans that are administered by PERS; Max City contribution is 2,733/month for 2026.
- **Dental Insurance:** City paid 95% premium.
- **Vision Insurance:** City paid 95% premium.
- **Long Term Disability**
- **Employee Assistance Program**
- **Department Wellness Programs**
- **Life Insurance**
- **Bilingual Premium:** 2.5% - 5%
- **Vacation leave:** 10-25 days/year.
- **Sick leave of 12 days per year**
- **Holidays** 14/year and \*Holiday pay)
- **Education Expense Reimbursement:** \$1,500/yr.
- **Fitness center** access at City facilities.
- **Commuter program** available City matches up to \$100/month on commuter expenses.

**Core Values:** *To serve and enhance Redwood City's community, our employees strive to carry out a set of Core Purpose and Values*



## A few typical duties are:

- Drive pickup truck or police automobile.
- Take reports.
- Investigate traffic accidents.
- Enforce parking and other city code violations.
- Serve subpoenas.
- Arrange and coordinate the towing of vehicles.
- Perform crime prevention tasks.
- Direct traffic.
- Interview victims and citizens.

Job description: [Community Service Officer](#)

## VISION FOR THE FUTURE

The Redwood City Police Department strives to be a model law enforcement agency for others to emulate. We seek to develop and utilize the members of our organization to their fullest potential and encourage their professional growth. As a progressive police department, we seek to employ officers with a broad spectrum of experience, education, and experiences that will help us deliver superior police services to the valued members of our community. We recognize that excellent customer service, community partnerships and responsiveness to our communities' needs are the foundation of superior police service.

## THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be a team player who can work independently with all members of the public; work collaboratively across the organization and establish, maintain and promote positive and effective working relationships with employees, and the public. The successful candidate will be a creative thinker, problem solver; will communicate clearly and effectively orally and in writing, able to work well in both the office and outdoor environments, and will have a sense of humor.

## MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

### Training and Experience:

Equivalent to the completion of twelfth grade. No experience necessary.

### Licenses & Certificates:

Possession of an appropriate valid California driver's license.

### Knowledge of:

- Effective communication techniques.
- Safe driving principles and practices.

and



#### **Ability to:**

- Understand and properly apply penal, vehicle, and city codes.
- Read and comprehend written directions.
- Prepare neat and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

#### **SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, outdoors, and dust.

#### **SPECIAL INSTRUCTIONS**

***A City application and Resume are required. Applications must be filled out completely. Failure to list work experience, and education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application. Resumes will not be accepted in lieu of a city application.***

#### **SELECTION PROCESS**

All applications, supplemental questionnaires and resumes will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job-related qualifications. Those best meeting the stated qualifications and requirements for the position will be invited to participate in the testing process, which will consist of an oral board interview and written exercise. Candidates successful in the testing process will be placed on the eligibility list.

#### **Prior to Appointment**

Candidates will be required to pass a pre-employment physical exam and extensive background check (at no cost to the candidate) including the following:

Candidates selected to continue in the process must successfully complete the following:

- An interview with members of the Command Staff
- Criminal History Check
- DMV Check
- DOJ fingerprint check with no felony, domestic violence, or misdemeanor assault convictions
- Reference check
- Complete a personal history questionnaire.
- Polygraph
- Psychological Evaluation
- Medical Evaluation



#### **The City of Redwood City is proud to be an Equal Opportunity Employer!**

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Depending on the number of applications, the above process may be altered. 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.*



**SUPPLEMENTAL QUESTIONNAIRE  
COMMUNITY SERVICE OFFICER #25A-71  
CITY OF REDWOOD CITY**

**Question 1**

Have you ever been convicted of a felony?

Yes  No

**Question 2**

If you answered "Yes" to Question 1, please provide the applicable date(s), violation(s), and circumstances. (A "Yes" answer is not automatic bar to employment. Each case is considered individually.) If you answered "No" to Question 1, please answer "N/A".

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**Question 3**

Have you ever been convicted of a misdemeanor?

Yes  No

**Question 4**

If you answered "Yes" to Question 3, please provide the applicable date(s), violation(s), and circumstances. (A "Yes" answer is not automatic bar to employment. Each case is considered individually.) If you answered "No" to Question 3, please answer "N/A".

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**Question 5**

Have you ever been on probation or parole?

Yes  No

**Question 6**

Have you received any vehicle citations or moving violations within the last five years?

Yes  No

**Question 7**

If you answered "Yes" to Question 6, please provide the applicable date(s), violation(s), and circumstances. (A "Yes" answer is not automatic bar to employment. Each case is considered individually.) If you answered "No" to Question 6, please answer "N/A".

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**Question 8**

Did you attach your resume to your application? (Your application will not be reviewed without a resume.)

Yes  No

**Question 9**

Did you fully complete the information requested for each work experience including the start and end dates; reasons for leaving; and a detailed list of job duties under "Describe this work experience" for each position you have held?

Yes  No

**Question 10**

Did you fully complete the training section of the application, using the "Special Skills, Other Relevant Information, or Clarification" area to describe bilingual skills or elaborate on relevant training/skills?

Yes  No

**Question 11**

Do you understand that an invitation to our testing process will be based on the information you provide in the CalOpps application, and fulfillment of all directions in the job announcement and this application?

Yes  No

**Question 12**

Select the answer that most closely matches your Spanish fluency skills.

I do NOT speak Spanish

I can understand and speak basic Spanish

I am a fluent Spanish speaker

**Question 13**

In 500 characters or less, why are you interested in becoming a Community Service Officer with the City of Redwood City?

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