



THE CITY OF REDWOOD CITY INVITES APPLICATIONS FOR:

POLICE CLERK

#2498

SALARY:
\$5,039 - \$6,119 / Monthly

Closing date 2/23/2018 at 5:00 p.m.
(Opened 1/29/18)

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

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.

Selection Process

Practical Exercises and Oral Board
Interview
Tentatively scheduled for

March 20, 2018

Selection Process

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.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that

believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

The Police Department invites you to apply for the position of Police Clerk. The current opening is in the Police Department, and provides an excellent opportunity for a person seeking variety and challenge. This position is under the general supervision of a Records Supervisor within the Administrative Division.

Typical duties may include the following:

- Sort, file, copy and distribute crime reports, traffic reports, citations, petitions, subpoenas, warrants and other materials to appropriate personnel.
- Type correspondence and perform data entry, process court work, operate a computer terminal.
- Respond to inquiries from the public; perform fingerprinting (LiveScan).
- Maintain files and permits on registered persons.
- Act as front desk receptionist, answer various phones, electronic requests for service and other related responsibilities.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be detail-oriented and able to manage multiple tasks; will use initiative and independent judgment, establish and maintain harmonious working relationships with Department personnel, supervisors, other City employees, and the general public.

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:

The ability to type 45 WPM is preferred but not required. If you choose to submit a typing speed certificate it must be submitted as an attachment to your application.



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
- Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$1,800/month Dental & vision insurance Employee Assistance Program
- Vacation leave: 10-25 days per year
- Sick leave of 12 days per year
- Fourteen paid holidays per year
- Fitness center access at City facilities
- Commuter program available (6 minute walk from Caltrain)

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

Education & Experience

Equivalent to completion of the twelfth grade. One year experience in specialized clerical duties applicable to a police operations environment is highly desirable.

Knowledge of:

- English usage, spelling, grammar, and punctuation
- Fluency in Spanish is highly desirable
- Office methods, procedures and equipment
- The use of computer terminal for data entry, retrieval.
- Preparation of statistical reports is highly desirable

Ability to:

- Learn and conform to Police Department procedures
- Learn Police terminology (Including laws governing release of information, Government Code and Public Records Act)
- Maintain confidential information and files
- Perform complex clerical work
- Perform record searches quickly and accurately
- Operate modern office machines and equipment
- Effectively handle digital and internet-based service requests
- Work independently
- Understand and carry out both oral and written directions
- Prepare and complete reports accurately and efficiently
- Establish and maintain effective work relationships with those contacted in the performance of required duties

Other Requirements

- Possession of a valid California Driver's license and satisfactory driving record
- Ability to pass a state-mandated background investigation

A City application and supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. Fingerprint Check



SUPPLEMENTAL QUESTIONNAIRE
POLICE CLERK #2498
CITY OF REDWOOD CITY

Please answer the following questions.

1. Please describe a specific experience which demonstrates your ability to perform complex clerical work.
2. Please describe a specific experience which demonstrates your ability to provide excellent customer service.

[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.
Any provisions contained in this bulletin may be modified or revoked without notice.*

BUILD A GREAT COMMUNITY TOGETHER