



City of Seal Beach
211 8th St.
Seal Beach, CA 90740
562/431-2527



POLICE AIDE – Part Time
SALARY: \$11.72 - \$14.24 per hour
FINAL FILING DATE: Open Until Filled

FILING PERIOD:

This recruitment is open until filled. Interested applicants are encouraged to apply as soon as possible. Please note that this recruitment may close at any time, without notice, once a sufficient number of qualified applications have been received.

WORK SCHEDULING:

This position is a part-time, non-benefited position. Work schedules average (20) hours per week. Based on the needs of the Police Department, work hours may vary. The ability to work all assigned shifts, including evenings, weekends, and holidays is required.

ESSENTIAL FUNCTIONS:

Traffic Division: Under direct supervision, the selected individual is assigned to the Traffic Division in the Seal Beach Police Department. Duties include: enforcement of parking regulations; assisting with traffic control; providing assistance as directed; performing other related duties as assigned.

Records Division: Under direct supervision, the selected individual is assigned to the Records Division in the Seal Beach Police Department. Duties include: receives requests for information from other City departments, outside government agencies, private organizations, news media and the general public for release of statistical information; performs computer input for nationwide automated system (CLETS) including stolen vehicles, missing persons, stored vehicles and stolen property according to established guidelines; files various documents in the manner prescribed by policy; compiles and completes fingerprint cards for a variety of individuals including all city employees, reserve police officers and applicants for specialized permits; processes arrestee prints for reporting purposes; screens office and telephone callers; provides front counter assistance and information to the public; responds to and resolves complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; operates a variety of office equipment including copiers, facsimile machine and computer; inputs and retrieves data and text; organizes and maintains disk storage and filing; ensures and maintains adequate supply of necessary report forms and supplies and performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS:

Education: Graduation from high school or equivalent; college-level class work in a related subject is highly desirable.

Knowledge of: Law enforcement operations are highly desirable; computer software programs such as MS Word and MS Excel.

Ability to: Perform a variety of confidential police records maintenance and general clerical duties; communicate clearly and concisely both orally and in writing; establish and maintain cooperative working relationships with staff and the public; type at a minimum of 35 wpm is preferred.

SELECTION PROCEDURE:

Please visit www.CalOpps.org to submit your application on-line. However, if you are unable to complete your application on-line a printable version of our employment application may be downloaded from our website at www.sealbeachca.gov. Applications can also be obtained from the Human Resources Department, Seal Beach City Hall, 211 8th Street, Seal Beach, California 90740 or by calling (562) 431-2527 x1301. Faxes, emails or postmarks will not be accepted.

Appointment is subject to any or all of the following, to include: reference check, DOJ/FBI fingerprinting, comprehensive physical examination including drug screening. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States. Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required.