



An Exciting Career Opportunity with the Police Department!

Police Public Service Assistant III (Equipment Room)

\$16.67 to \$20.26 per hour

Part-time / Temporary Assignment

THE POSITION / JOB DUTIES

The Police Public Service Assistant (PSA) III is assigned to the Police Department's Equipment Room and provides daily support with the customer service and equipment room operations. Examples of job duties include:

- Issues and collects equipment, vehicles, and weapons to and from Police Department staff
- Maintains inventory and accounts for all equipment assigned to the Equipment Room
- Transports and coordinates repair of Police Department vehicles
- Identifies and communicates with Police and City staff, as well as outside vendors, to execute job duties
- Escorts outside vendors while they conduct their business inside the Department campus
- Pick-up and delivers equipment and supplies
- Assists with the general maintenance of the building
- Performs other duties as assigned

IDEAL CANDIDATE

The successful candidate will possess excellent customer service and communication skills with the ability to maintain an accurate and up-to-date inventory system. Additionally, the ideal candidate will be able to develop and maintain effective working relationships with coworkers, supervisors, and department staff. Work experience in a police department is highly desirable.

QUALIFICATIONS

Education: High school degree or equivalent

Experience: One year experience performing customer service

Special Requirements: Must be 18 years of age. The selected candidate must be willing to work a variety of shifts, including days, afternoons, weekends, and holidays. Must possess a valid Class C California Driver's License.

COMPENSATION

Hourly Rate: \$16.67 - \$20.26. Placement within the range will be made depending upon the qualifications and experience of the selected candidate. This is a part-time/temporary assignment and may work up to 20 hours per week.

HOW TO APPLY

To be considered for this opportunity, submit a completed application, resume and completed supplemental questionnaire [online](#).

RECRUITMENT AND SELECTION PROCESS

This recruitment will remain open until filled. Interested candidates are encouraged to apply as soon as possible. Highly competitive candidates may be invited to participate in an individual and/or panel interviews, background investigation, and other related components.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs with a minimum of five (5) days in advance of the selection process by contacting Human Resources at (510) 494-4660 or at humanresources@fremont.gov. The City of Fremont is an Equal Opportunity Employer.



SUPPLEMENTAL QUESTIONNAIRE

Police Public Service Assistant III (Equipment Room) - Temporary

The selection process will consist of an evaluation of the applicant's education, training and work experience based on the application and responses to the supplemental questionnaire. Responses to the supplemental questionnaire must reflect the work experience that is included in the "Work Experience" section of the online application. Only those candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews, one of which may include a practical/writing exercise.

You will be prompted to respond to the following questions during the online application process:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.
 - Yes
 - No
2. What is your highest level of education?
 - Did not complete high school or equivalent
 - High school diploma or equivalent
 - Some college
 - AA degree
 - Bachelor's degree or higher
3. Are you at least 18 years of age?
 - Yes
 - No
4. Do you possess a valid Class C California Driver's License?
 - Yes
 - No
5. The Equipment Room operates on a 24/7 schedule and is required to work a variety of shifts including day, swing, midnight, weekends, and holidays. Please clarify your work schedule availability.
6. Please describe why you are interested in the Police Public Service Assistant III (Police Equipment Room) position and why you want to work for the Fremont Police Department. In your response, include how your background, training and experience has prepared you for the position?
7. This position requires strong customer service skills. Please describe your customer service experience and provide an example of a time when you provided excellent customer service.
8. Do you have experience maintaining inventory and supplies? If so, please describe your specific responsibilities and the type(s) of systems that you utilized.

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9. What are your short term and long term professional goals?