

CITY OF GILROY IS HIRING

POLICE RECORDS TECHNICIAN I

\$4,962.25 - \$6,982.33 MONTHLY BASE SALARY PLUS EXCELLENT

BENEFITS! In addition to the above:

- **6.6% Holiday Pay** in lieu of holidays off.
- **5% Bilingual Pay** for verbal fluency in Spanish/English
- **\$41.67 per month uniform allowance**

PRT's typically work a 4-10 or 5-8 work schedule. Must be available to work varied shifts as well as weekends and holidays as scheduled.

An additional 5% step (Step F) is available to employees in this job classification after completion of five years of service, one year at Step E, and good performance evaluation.

An additional 5% step (Step G) is available to employees in this job classification after completion of ten years of service, one year at Step F, and good performance evaluation.

An additional 5% step (Step H) is available to employees in this job classification after completion of fifteen years of service, one year at Step F, and good performance evaluation.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, and inclusion. Join our team!

ABOUT THE DEPARTMENT AND POSITION

The mission of the police department is to "Provide Excellent Public Safety Services in Partnership with the Community." We are committed to building trust, fostering collaboration, and ensuring the safety and well-being of everyone who lives, works, and visits Gilroy. Every member of our organization is expected to serve with Respect, Integrity, Compassion, Teamwork, and Accountability – the core values that guide our daily work.

The police department is divided into three divisions: Field Operations (Patrol, K-9, Community Services Offices, Graffiti Abatement, Animal Control), Special Operations (Investigations, Traffic, Anti-Crime Team, Regional Task Forces), and Administration (Records, Property & Evidence, Communications (Police and Fire 911 Services), Budget) each managed by a Police Captain.

The Police Records Technician I (PRT) plays a critical role in supporting the administrative functions of the department. Under the direct supervision of the Police Records Supervisor, and under the functional supervision of the Police Captain, this position performs a wide range of clerical/administrative duties that require accuracy, efficiency, and confidentiality. PRTs are essential team members who help ensure accurate documentation, record management and information flow that support frontline operations, and public safety efforts. PRT's require shift work that includes weekends, evenings, and holidays to provide around-the-clock support to our community and law enforcement partners.

IDEAL CANDIDATE WILL:

- Demonstrate a strong commitment to customer service with a genuine desire to assist and support both internal staff and the public.
- Exhibit excellent verbal and written communication skills with ability to communicate clearly, professionally, and with tact.



APPLICATION DEADLINE

November 14, 2025

INTERVIEWS

December 9, 2025

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Responses to supplemental questions
- Resume – preferred item
- Cover Letter – preferred item

Applications that do not include all required items are incomplete and will not be considered.

VIEW JOB DESCRIPTION AND ILLUSTRATIVE EXAMPLES OF WORK AT:

[POLICE RECORDS TECHNICIAN I](#)

Apply at:



- Embrace flexibility and adaptability, remaining responsive to the changing priorities and needs of the Records Unit.
- Maintain a friendly, approachable, and professional demeanor when interacting with others, even in high-pressure situations.
- Be highly organized with the ability to complete multiple tasks and projects simultaneously while maintaining attention to detail.
- Possess strong technology skills including Microsoft Office software Excel, Word, and Outlook.
- Exercise the highest level of discretion and confidentiality in handling sensitive and protected information.
- Have a high capacity to successfully complete a challenging training program.
- Have participated in a “sit-along” in a Police Records Unit.

QUALIFICATIONS

- Any combination of education and experience equivalent to high school graduation or GED and two years clerical work which included working in a demanding environment with a high volume of public contact.
- Transcription of documents using a word processor is desired, but the City will train on the use of this equipment as needed.
- Keyboarding skills at a rate of 45 net words per minute. (Final Candidates may be tested).
- Pass a post-offer psychological evaluation and medical examination, which includes a drug test.
- Pass a POST background investigation, which includes a polygraph examination, and extensive Department of Justice criminal record check and an FBI clearance.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s) if the nature and duties of the job necessitate driving.
- Prefer non-tobacco user.
- Bilingual (English/Spanish) desired, but not required.



MOU REPRESENTATION:

AFSCME Local 101 General Unit

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at:
www.cityofgilroy.org/164/Benefit-Summaries

- Medical, dental, and vision
- Vacation leave, sick leave, holidays, and personal leave time off benefits
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen.

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

Human Resources can be reached at:
(408) 846-0228

Apply at www.CityOfGilroy.org/jobs