



# CITY OF SALINAS

Regular Employment Opportunity

## POLICE SERVICES TECHNICIAN

**Final Filing Date: Open Until Filled**

SALARY: \$18.53 - \$ 19.45 - \$20.43 - \$21.45- \$22.52- \$23.65 Hourly

**\*Two and a half percent (2.5%) increase effective with the last pay period in April 2019**

**Must apply on-line at: [www.calopps.org/city-of-salinas](http://www.calopps.org/city-of-salinas)**

**NOTE:** This recruitment will be used to establish an eligibility list for current and future vacancies. Successful candidates must be willing to work a shift schedule, which includes days, nights, weekends and holidays. Shift assignments are determined by seniority. *Any prospective candidate will need to pass a thorough background investigation and polygraph examination before being hired by the Salinas Police Department.*

**SPECIAL INSTRUCTIONS:** All interested applicants must provide a typing certificate of 40 net wpm, valid within the last twelve (12) months. Copies must be submitted at the time of application as a single PDF attachment. **Applications will be considered incomplete without a copy of typing certificate.**

**DEFINITION:** To perform a wide variety of general and confidential duties as required in the Police Department, including maintenance of records and files, processing of various Police Department records and reports, and providing information to the public, the court, department staff and outside agency representatives.

**DISTINGUISHING CHARACTERISTICS:** This is a non-sworn, entry level class and is distinguished from the Senior Police Services Technician by the performance of the more routine duties assigned to this series. Positions in this class work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility is learned.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direct supervision from the Supervising Police Services Technician. Functional or technical supervision may also be received from senior department staff.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION:** Duties may include, but are not limited to the following: Sort, file, copy and distribute crime reports, traffic reports, citations, petitions and other materials to appropriate personnel. Type, proofread, record and file a wide variety of police records, reports and materials including memos, letters, complaints, declaration, dispositions, warrants, citations, and crime and traffic reports. Operate teletype machine to enter, modify and retrieve data such as stolen and recovered property, driver license and vehicle registration information and warrants on wanted persons. Operate the Police Department two-way radio channel. Communicate and assist officers over radio. Assemble, code, record and summarize a variety of police record data including serious crime offenses, stolen vehicles, crime reports, booking sheets and file interrogation cards. Perform data entry and data retrieval tasks using various local, state and federal computer databases. Assist in orienting new employees to the duties of this job class and other less responsible job classes within the work unit. Assist department personnel and the public in person and by telephone performing records checks, processing report requests and collecting revenue. Provide general information regarding department policy, procedures and regulations to the public and others as requested. Compile data for, summarize and maintain a variety of reports. Assemble prosecution packets and Probation Department information packets. Search suspects and obtain evidence samples. Promote and maintain safety in the work place. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS:** Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person telephone conversations, two-way radio; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the two-way radio, telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to work a ten hour shift while sitting for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS:** Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Mandatory stay over required when ordered-in by supervisor/manager to provide staff coverage.

**QUALIFICATIONS Knowledge of:** English vocabulary usage, spelling, grammar, and punctuation. Office methods, procedures and equipment. **Ability to:** Learn and conform to confidential Police Department procedures. Learn Police report and radio terminology. Perform routine clerical work, including cash transactions. Cross-train and perform assignments in either the Police Department front office or the statistics office. Perform record searches quickly and accurately. Operate manual and computer assisted machines and equipment. Work independently and carry out oral and written directions. Prepare, proofread and complete accurate reports. Interact effectively with difficult service seekers.

Establish and maintain effective working relationships with a diverse public, other City staff and external agency representatives. Promote the City's organizational mission, goals and objectives. Work within a 24-hour, 7-day weekly schedule; to include nights, weekends and holidays. **Skills to:** Type at a speed of 40 wpm.

**License or Certificate:** Possession of a valid California Driver's License.

**Education and Experience:** An example of the education and experience, which most likely demonstrates the skills, knowledge and abilities required to perform the duties, would be any combination equivalent to a completion of the 12th grade and two years of increasingly responsible clerical experience.

**TYPING CERTIFICATE:** A valid typing certificate demonstrating a typing speed of 40 net words per minute must be attached to employment application. City of Salinas will accept typing certificates from most employment agencies, adult schools, ROP Centers, EDD programs, community and technical colleges. We will not accept self-exams done on-line. All certificates or letters of completion must demonstrate the required net words per minute, valid within the last 12 months at time of application and the test administrator's contact information. **Attached to your completed application must be a 40 net wpm typing certificate, valid within the last twelve (12) months.**

**VETERAN PREFERENCE:** A veteran is defined in accordance with California Government Code 18540.4. In order to exercise this preference, the veteran must submit the City's Veteran Preference Application and provide a copy of the DD-214 form at time of application as proof of military status. Failure to submit the required forms will be deemed a waiver of veteran's preference. Further details can be obtained from the Human Resources Division.

**SELECTION PROCESS:** Applicants' qualifications will be evaluated based on the information provided on the employment application. Applicants will be disqualified if the application is not fully completed. Information on resumes will not be considered in lieu of a completed application. The exam process may consist of an application appraisal, oral interview with a supplemental questionnaire or written exam. The City reserves the right to use alternate testing procedures if deemed necessary. **CITY COMMUNICATION REGARDING THE SELECTION PROCESS WILL BE VIA E-MAIL. PLEASE ENSURE THAT YOU HAVE ACCESS TO THE E-MAIL ON YOUR APPLICATION.** Finalist interview/assessment will be held with the City of Salinas. **Job offer is contingent on applicant passing a full police department background.** 3/29/19 ma.

#### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

The City of Salinas does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Salinas makes reasonable accommodation for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Officer in writing no later than the final filing date stated in this job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**SALARY STEPS:** Appointments are normally made at the first step. Consideration is given for increase to the second step after successful completion of a six-month probationary period. (Employees appointed at a higher step will be eligible for consideration for the next step after one year, providing they successfully complete a probationary period.)

#### **MISCELLANEOUS NON-MANAGEMENT EMPLOYEES (SMEA) BENEFITS**

**ANNUAL LEAVE:** Accrued at a rate of 22 days through 5 years; 27 days through 10 years; with additional longevity increases.

**HOLIDAYS:** Twelve days per year plus two floating holidays.

**FLEXIBLE COMPENSATION BENEFIT:** A Flexible Benefit equal to 5% of the employee's annual base salary may be used toward employee leave time or cash.

**HEALTH INSURANCE:** The City pays 100% for CalPERS *Choice* Health plan, Delta Dental and Vision Service Plan for employee and eligible dependents. Other PERS Health coverage may be available depending upon your residence. The City will only provide the premium amount equal to the CalPERS *Choice* Health plan. *Mandatory employee contribution in effect beginning December 2019*

**RETIREMENT:** CalPERS retirement plan. 2% at 62 for new members and 2% at 55 for classic members.

**LONG-TERM DISABILITY:** Private long-term disability plan for job related and non-job related disability.

**LIFE INSURANCE:** City-paid life insurance policy of \$50,000.

**DEFERRED COMPENSATION:** Employee may elect to enroll in a plan.

**BILINGUAL PAY:** 5% of base salary for employees holding designated positions and who qualify through testing procedures. (Subject to passing a City-administered bilingual exam and administrative approval).

**TUITION ASSISTANCE:** Up to \$1,000 reimbursement for tuition/books for employee only. Upon approval of Department Director and Human Resources Director.

**For a complete list of benefits, view the SMEA MOU at [www.cityofsalinas.org](http://www.cityofsalinas.org)**

THE ABOVE-LISTED BENEFITS ARE SUBJECT TO CHANGE AND DO NOT CONSTITUTE A CONTRACT.