

POLICE DEPARTMENT

City of Grass Valley

EMPLOYMENT OPPORTUNITY

COMMUNITY SERVICES OFFICER/EVIDENCE TECHNICIAN

\$17.74 - \$21.56 per hour

(32 hours per week)

This position is considered full time and benefits are applicable.

APPLICATION DEADLINE: 1/16/2012

TESTING DATE: 1/24/2012

OUR MISSION

Provide effective and courteous community policing services; while preserving the legal rights of all individuals and reducing the impact of crime.

COMMUNITY SERVICES OFFICER

Maintains all property and evidence, following laws and procedures; ensures that the chain of evidence is maintained and that property and evidence is secured and disposed of in a proper manner. Assists with inquiries made by telephone and in person regarding department information and police functions. Assists with coordination and supervision of Police Volunteer Program activities. Prepares and processes a variety of reports and records, using a variety of computer programs and following established formats; distributes to the proper agency; files reports and maintains automated or manual logs of departmental actions. Visits and makes presentations to schools, homeowner and community groups regarding crime prevention and school and home safety and security. Solicits community participation and support in crime prevention efforts to citizen groups, businesses, and homeowners. Coordinates and participates in a variety of special events for the department to bring department services to the awareness of the public.

REQUIREMENTS

- High School Graduate or GED equivalent.
- United States Citizen.
- Possess a valid driver's license.
- No felony convictions. No misdemeanor convictions involving moral turpitude.
- Must have good moral character and emotional suitability.
- Two years of training or experience in property and evidence and familiarity with law enforcement functions, processes and procedures.
- Must be able to assume rotating shift assignments, to include weekends and holidays.
- Must complete DOJ Telecommunications training for full access operator within 6 months of hire.
- Possession of, or ability to obtain, a current IAPE Property and Evidence Specialist certificate within 18 months of hire.

APPLICATION AND EXAMINATION PROCESS

All applications will be reviewed for relevant education, experience and other job related qualifications. Those candidates possessing the most desirable and suitable qualifications will be invited to appear for a Written Examination. The examination process consists of a written test (40%) and an oral board examination (60%). The written test must be passed before proceeding to the oral board.

Applicants successful in the testing process will be placed on an eligibility list for possible final selection interview. This eligibility list will be used to fill current and future vacancies for up to one year.

Incumbent must successfully complete a post employment offer medical evaluation, a background investigation, psychological examination, and polygraph. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.

APPLY TO:

**Grass Valley Police Department, 129 S. Auburn Street, Grass Valley, CA 95945
(530) 477-4600**

The City of Grass Valley is an Equal Opportunity Employer

The City of Grass Valley Welcomes You!

Grass Valley, a historic gold mining town which incorporated as a Charter City in 1893 and is western Nevada County's business center, provides a full range of services to its 12,900 residents (5 square miles). Grass Valley is located 60 miles northeast of Sacramento in the forested Sierra Nevada foothills. With four distinct seasons, this area features an exceptional quality of life that includes diverse outdoor recreation, abundant cultural activities, low crime rates and increasing education opportunities.

This position offers the following benefits package.....

The information listed below is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the City of Grass Valley MOU for this position prevail over this listing.

**MEDICAL, DENTAL, VISION
LIFE INSURANCE**

Provided – premium costs may be shared by employee

HOLIDAYS

Eleven (11) holidays
Plus 24 hours floating holidays

CALL BACK/COURT TIME

Two (2) hours minimum call back time
Three (3) hours minimum court time

RETIREMENT

Paid by the City to the Public Employees Retirement System (PERS – 2.5% @ 55) and Social Security. Under current MOU, employee pays 1% of retirement.

SHIFT DIFFERENTIAL

5% if at least half the shift is worked between 6 p.m. and 6 a.m.

**VOLUNTARY DEFERRED
COMPENSATION PLAN**

You may elect to have a part of your salary deferred for pretax investment

VACATION

10 days after one year
12 days after two years
15 days after five years
20 days after 10 years

OVERTIME

Paid at time and a half rate for anything over 8 hours per day, or 80 hours per work period. Payment can be taken as CTO time.

EDUCATION INCENTIVE

2 ½% for A.A./A.S. Degree
5% for B.A./B.S. Degree
2 1/2 % for M.A./M.S.
Maximum is 5%

UNIFORM ALLOWANCE

\$875.00 per year

SICK LEAVE

¾ day sick leave for each calendar month of service for four years then increased from ¾ day to 1 day