



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Police Assistant
\$15.59 - \$18.94 hourly
(2 Part-Time Positions Available)

The Opportunity & Ideal Candidate:

The City of San Gabriel's Police Department is seeking professional and responsible individuals that make important decisions quickly and possess strong customer service skills. The successful candidates will communicate courteously and tactfully with patrons and work well under stress. These team players can multi-task, are flexible, and accept direction well. This is a part-time position with a fixed rotation, 3 days on, 4 days off, followed by 4 days on, 3 days off. The shifts will rotate every four months and may be adjusted based on department need. The Police Assistant will conduct the following task:

- Police station tours
- Interacting with the public at the front desk reception area, or in the Record's Bureau
- Data entry of crime and other information into department Record Management System
- Statistical reports and data compilation
- Assist the Crime Prevention Officer with data gathering and Neighborhood Watch meetings
- Assist the evidence technician with sensitive information
- Release reports and collect fees for services
- Other assigned tasks related to duties in and around the police station

Minimum Qualifications:

Must be a high school graduate or equivalent; Possession of a valid Class C Driver's License and ability to maintain a satisfactory driving record are required, and be at least 18 years of age at time of appointment with no felony convictions. Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. Experience preferred with, Microsoft Office, Social Media, Photoshop, videography and ArcGis.

Candidates considered for employment will be screened by the California Department of Justice. The City of San Gabriel maintains a drug, alcohol, smoke-free work environment, and enforces a zero tolerance policy relating to substance abuse.

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Compensation & Benefits:

Range: \$15.59-\$18.94 per hour, 20-28 hours per week. Participation in Public Agency Retirement Services in lieu of Social Security. Compensation of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Examination:

The examination will consist of an oral interview, weighted 100%. All applications, résumés, and submitted reference materials will be reviewed and evaluated, and only the best-qualified candidates, based on applicable experience, will be invited to the selection process.

Application Procedure:

Candidates must complete a City of San Gabriel application and supplemental application form along with résumé, and cover letter. **All application materials must be submitted online by 5:00 p.m. on Tuesday, October 16, 2018.** To apply, please visit jobs.sangabrielcity.com. *Faxed, emailed, or hard copies of applications and/or résumés are not accepted.*

Candidates considered for employment must pass a pre-employment medical examination, which includes drug/alcohol screening. NOTE: The City of San Gabriel maintains a drug, alcohol and smoke-free work environment. The City enforces a zero tolerance policy relating to substance abuse.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng. La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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