



San Gabriel

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

Police Record Specialist
\$3,776 - \$4,589 monthly
Open Recruitment

The Opportunity & Ideal Candidate:

The City of San Gabriel is seeking a Police Records Specialist for its Police Department. Under the direct supervision of the Police Records Supervisor, the ideal candidate will perform a variety of specialized, police-related records management, data entry and recordkeeping duties, while maintaining confidentiality of information. The ideal candidate would also provide excellent customer service to the public, department personnel and other outside agencies.

Position Summary:

The Police Records Specialist performs clerical duties involving the processing, inputting, maintaining, retrieving and distributing of various types of police records and reports such as crime and traffic reports, juvenile and adult arrest reports, and various types of citations, warrants and mug shots, processes and accepts subpoenas, compiles crime statistics. Operates various department computer systems as well as local, state and national law enforcement telecommunication systems. Releases impounded and stored vehicles. Processes and prepares complaints for court appearances. Accepts payment of fees and bail monies. Provides temporary / vacation relief for other staff. Performs matron duties as needed. Performs other related duties as required.

Minimum Qualifications:

Although other combinations may be considered, a typical way to obtain the knowledge, skills, and abilities would be a High School diploma or GED equivalent and one year of experience of increasingly responsible clerical, administrative, and or customer service experience. Local government experience is desirable. The ability to speak and understand Mandarin or Spanish also desirable. Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record is required.

Benefits:

The City of San Gabriel offers the following benefits package:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs, through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Choice of enrollment in Deferred Compensation (457) Programs.
- Optional enrollment in Supplemental Insurance Programs.

- Continued on back -

- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year
- 104 hours of holidays per year

Annual Cash Out Programs:

- Sick Leave Buy Back allows the cash-out of 50% of unused sick leave accrued in the preceding 12-month period between November and October.
- Vacation Buy Back allows cash-out of up to 40 hours of unused vacation per year.
- Holiday Buy Back program: allows a cash-out of up to 8 hours of unused holiday hours per year.

Application Procedure:

Candidates must submit a completed City of San Gabriel application, cover letter and résumé online at jobs.sangabrielcity.com. **All application materials must be submitted online by 5:00 p.m. on Thursday, January 24, 2019.** *Faxed, emailed, or hard copies of application materials are not accepted.*

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 (5) 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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