



San Gabriel

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

Police Assistant

\$14.84 - \$18.04 hourly (Part-Time Position)

*** *Continuous Recruitment* ***

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.

Under general supervision, the Police Assistant will primarily assist dispatch personnel in the Communication Center by performing duties associated with dispatching police to calls for service, monitor telephones and radio traffic, answer 9-1-1 calls, update and monitor the Computer Aided Dispatch system, monitor the public lobby, provide assistance to the public, write reports documenting crimes and incidents, perform fingerprint processing for the public, perform station maintenance and security checks, enter data into department Record Management System, prepare and file a variety of law enforcement reports and records, provide clerical assistance as needed, operate various types of office equipment, release reports, collect fees for services, in some cases provide traffic and crime scene control, canvass field for witnesses, search for critical missing persons, testify in court as needed, and perform other duties as assigned.

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.

Minimum Qualifications:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. Must be a high school graduate or equivalent; possess a valid CA Class C Driver's License, and be at least 18 years of age at time of appointment with no felony convictions. Must be able to communicate effectively and read, write, and speak at an acceptable level. ***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.***

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: \$14.84-\$18.04 per hour, 20-28 hours per week. Participation in Public Agency Retirement Services in lieu of Social Security.

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. **The City will accept applications on an ongoing basis and will notify candidates of upcoming oral interviews.**

To apply, please visit jobs.sangabrielcity.com. *Faxed, emailed, or hard copies of applications and/or resumes 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 (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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