



San Gabriel

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

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## **Police Record Specialist**

**\$3,813 - \$4,635 monthly**

**(Open Competitive Recruitment)**

**ATTENTION APPLICANTS:** PLEASE READ THE JOB BULLETIN THOROUGHLY AND FOLLOW ALL APPLICATION INSTRUCTIONS AND PROCEDURES. APPLICATIONS FAILING TO FULLY COMPLY WITH THE INSTRUCTIONS AND PROCEDURES OUTLINED IN THIS BULLETIN WILL BE REJECTED.

### **THE OPPORTUNITY:**

The City of San Gabriel's Police Department is recruiting for Police Record Specialist to join its team. This position provides an exceptional opportunity for the ideal candidate to grow their administrative career with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits, a variety of programs and assignments, outstanding training and career development opportunities, and a great location for living and working in Southern California.

### **IDEAL CANDIDATE:**

The ideal candidate is enthusiastic, passionate about customer service, and is committed to serving the community. The ideal candidate is also detail oriented, able to multi-task and work in a fast-paced environment, has outstanding judgment and interpersonal tact, and is an outstanding communicator. Most importantly, the ideal candidate is a consummate professional who understands and exemplifies the principles of public service and the organizational mission for the San Gabriel Police Department.

### **SUMMARY OF POSITION DUTIES:**

Under immediate direction of the Police Records Supervisor, the Records Specialist performs a variety of clerical duties related to record keeping for the Police Department; gather, analyze, and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergencies; correctly interpret and explain applicable laws, codes, and regulations; observe safety principles; and work in a safe manner. The Records Specialist must be able to communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; create and edit a variety of documents; and assist in the maintenance and organization of office and specialized file and performs other related duties as assigned.

*For more details on the essential duties of the position, please see the attached position classification specification for Police Records Specialist.*

### **MINIMUM QUALIFICATIONS:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- One year (1) of increasingly responsible clerical, administrative, record keeping, and/or customer service experience.

### Required Certifications/Licenses/Competencies

Candidates for this position must possess and meet the following:

- Possess a valid California Class “C” Driver’s License;
- Must maintain a satisfactory driving record throughout employment with the City.

### Desirable Qualifications

- Experience working in local government is desirable.

## **SUMMARY OF BENEFITS:**

- CalPERS Retirement – CalPERS retirement formula of 2% @ 60 for “Classic” CalPERS members and 2% @ 62 for new CalPERS members (PEPRA). San Gabriel employees (internal candidates) will remain in their existing tier.
- Medical Benefit – City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), Delta Dental PPO or HMO, and VSP vision insurance. Although you typically must insure yourself, coverage of dependents is optional with proof of sufficient coverage elsewhere.
- Retiree Medical – Paid retiree medical insurance, including qualified family members, per vesting schedule established by California Government Code §22893.
- Tuition Reimbursement – Reimbursement of education/tuition costs in an amount not to exceed the tuition for three quarters (0-6 units per quarter) at California State University – Los Angeles (2019-20 rate cap is \$4,995).
- City-paid long term disability insurance;
- City paid life insurance (1x annual salary);
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.

### Allowances, Reimbursements & Special Pays

- Bilingual Pay – \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

### Leaves

- Sick Leave – Employees shall accrue 96 hours of sick leave per calendar year (3.692 hours per pay period).
- Vacation Leave – Employees shall accrue 80 to 160 hours of vacation leave per year depending on their length of service with the City. See the approved accrual schedule for more details.
- Holiday Leave – Employees shall be credited pro-rata with 104 hours of holiday leave per year.

### Annual Leave Cash-Out Programs

- Sick Leave Cash Out – Employees may cash-out up to 50% of sick leave accrued but unused during the 12-month period ending October 31 of each year.
- Vacation Leave Cash Out – Employees may cash-out up to 40 hours of unused vacation leave each year (election to cash-out must be made in November).
- Holiday Leave Cash Out – Employees may cash-out up to 8 hours of unused holiday leave each year (election to cash-out must be made in January).

### Optional/Supplemental Benefits

- 457 Deferred Compensation – Optional enrollment in a tax-deferred, supplemental retirement savings plan from CalPERS (VOYA), ICMA or Empower.

- Supplemental Insurance – Optional enrollment in supplemental insurance plans from Colonial.
- Flexible Spending Account (FSA) – Optional enrollment in the City’s flexible benefit plan for the reimbursement of costs for dependent care and/or health care. Employees may opt to set aside a pre-determined amount of pre-tax income for anticipated dependent care and/or health care costs.

**For more details on the compensation and benefit provisions available to employees in this classification, please reference the published “Salary, Compensation, and Benefits Policy” for the City of San Gabriel.**

**APPLICATION PROCEDURE:**

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications required and/or applicable for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **The filing period for this recruitment will close at 5:00pm on Thursday, April 16, 2020 OR when a sufficient number of qualified applications have been received, whichever occurs first.** Faxed, emailed, and/or hard copy applications will not be accepted.

**RECRUITMENT SCHEDULE (TENTATIVE)**

The following is the tentative schedule for this recruitment. Please prepare and make arrangements to accommodate the schedule in advance. Note that this schedule may be modified if the City deems it necessary.

- Application Period.....March 5 – April 16, 2020
- Oral Panel Interview...Week of April 27 , 2020
- Selection Interview.....Week of May 4, 2020
- Tentative Start Date... June 8, 2020

*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.*

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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僱主

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.

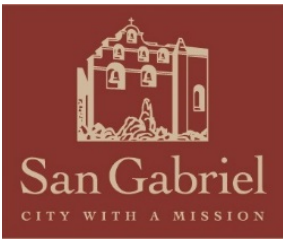
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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HUMAN RESOURCES DEPARTMENT

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[www.sangabrielcity.com](http://www.sangabrielcity.com)  
Job ID#130



## **CLASSIFICATION SPECIFICATION POLICE RECORDS SPECIALIST**

### **JOB SUMMARY:**

Under general supervision of the Police Records Supervisor, the Police Records Specialist performs clerical duties involving the processing, inputting, maintaining, retrieving, copying, and distributing of various types of records and reports; enters reports and data into a variety of law enforcement records systems; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Police Records Specialist is an entry-level position that performs a variety of specialized police related records management, data entry, and record keeping duties while learning City and department policies and procedures. As experience is gained, there is the potential for greater independence of action within established guidelines.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Processes a wide variety of reports and records such as crime and traffic reports, juvenile and adult arrest reports, and various types of warrants, citations, and mug shots; processes and accepts subpoenas; compiles crime statistics and information for department and state reports; and maintains and updates a variety of police records filing systems.
- Enters, retrieves, and maintains data and information from a variety of state and local automated systems including the California Law Enforcement Telecommunications System (CLETS) including stolen vehicles, missing and unidentified persons, and domestic violence restraining orders; conducts record checks and researches files for requested information; processes and prepares complaints for court appearances; and accepts payment of fees and prepares bail monies.
- Assists the general public, City staff, and outside groups and agencies in person and by telephone in releasing requested reports and general information regarding law enforcement regulations and department policies and procedures.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Police records management, operations, and standard procedures; applicable federal, state, and local laws, codes, and regulations; and basic office administration practices and procedures.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Perform a variety of clerical duties related to record keeping for the Police Department; gather, analyze, and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergencies; correctly interpret and explain applicable laws, codes, and regulations; observe safety principles; and work in a safe manner.
- Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; create and edit a variety of documents; and assist in the maintenance and organization of office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- One year of increasingly responsible clerical, administrative, record keeping, and/or customer service experience.
- Local government experience is desirable.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver’s License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** July 3, 2017