Selection Process

Due to an anticipated large response, only the first 100 applications received will be considered for the next phase. Additional applications may be processed as necessary. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

The qualifications of each applicant, as set forth in the employment application, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

The Police Department requires the selected applicant to pass a psychological evaluation, polygraph examination and background investigation prior to appointment.

To Be Considered

If you are interested in this outstanding career opportunity, please consider submitting your application and certification of typing speed through our online application process at www.cityofpleasantonca.gov. Applications are also available at the **Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566.** Typing certifications more than one year old will not be accepted. Certifications must be obtained by a temporary employment agency. Online typing certifications will not be accepted. A list of recommended agencies is available upon request from our Human Resources Department. Incomplete applications will not be accepted. Deadline for submission of applications is 5:00 p.m. on Friday, November 7, 2014. Postmarks and faxes will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources.

Compensation & Benefits

$4,559 to $5,540 per month

Choice of One of Three Comprehensive Health Plans
Dental Plan
Life Insurance Coverage of $35,000
11 Paid Holidays
4 Floating Holidays
Paid Sick Leave
Long Term Disability Plan
Annual Vacation Beginning with 10 Days
PERS Retirement Plan

THE CITY OF PLEASANTON©

Announces

Employment Opportunity for

Police Records Clerk

Full-Time Position
$4,559-$5,540 per month

Filing Deadline
5:00 p.m., November 7, 2014

Please apply online at:
www.cityofpleasantonca.gov

The Community

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

The Department

The Pleasanton Police Department is a full service municipal agency presently staffed by 81 sworn and 33 non-sworn employees. Reserve officers and volunteers supplement the department's staff. The Department is made up of two divisions: Operations and Investigation/Services. The aim of the Pleasanton Police Department is to meet our community's needs and ensure a high quality of life for residents of Pleasanton.

The Position

The Police Records Clerk performs a variety of clerical functions in support of department operations. This position emphasizes providing information and assistance to interested parties and maintaining a variety of records including those involving automated systems.

Work is normally performed under general supervision. As required, positions in this class will assist dispatch personnel and provide training and technical assistance to other employees assigned to the records function.

Typical duties include:

- Provides information and assistance to parties which involves subject matter ranging from routine to difficult and confidential.
- Responses are by telephone or in person and often entail the use of judgment and the knowledge of department policy and applicable law.
- Processes and maintains a variety of manual and automated police records and reports. These include: citations and field interrogation cards; emergency information for businesses; subpoenas; impounded property, crime and traffic accident incidents; permits; and other statistical reports.
- Performs general clerical duties including answering and routing calls, typing reports and correspondence, filing and copying.
- Maintains records of monies disbursed and received.
- As necessary, forwards non-emergency calls to Police Dispatch.
- Provides training and technical assistance to other employees assigned to the records function.
- Works assigned shifts and, as required, weekends and holidays.
- Operates a variety of equipment such as computer terminals, word processors, typewriters and copiers.

The Ideal Candidate

The ideal candidate will possess:

Knowledge of:

Office practices and procedures; basic mathematics and correspondence forms; correct punctuation, spelling, grammar and vocabulary; records retention systems; and modern office equipment.

Ability to:

Develop a working knowledge of department operations, procedures and regulations, and of applicable legal requirements; make decisions in procedural matters without immediate supervision; work effectively under stress and exercise sound judgment; follow written and verbal instructions; operate a variety of office equipment; Ability to type 45 wpm net of errors **(typing certificate is required at the time of application, please see the "To Be Considered" section for details.)**; work protracted or irregular hours; and maintain effective working relationships with those contacted in the course of work.

Education:

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school and two years of general clerical experience or one year of applicable law enforcement experience.