



CITY OF SOUTH GATE
invites applications for the position of:

Police Records Specialist

SALARY: \$21.66 - \$26.33 Hourly
\$1,732.62 - \$2,106.00 Biweekly
\$3,754.00 - \$4,563.00 Monthly
\$45,048.00 - \$54,756.00 Annually

OPENING DATE: 04/20/22

CLOSING DATE: 05/20/22 11:59 PM

ABOUT THE POSITION:

This is a Bonafide Occupational Qualification Position – Female Candidates

Apply immediately as this recruitment will close at 11:59 p.m. on Friday, May 20, 2022 or once we receive the first 100 applications, whichever occurs first.

THIS IS A FULL-TIME POSITION AND WILL BE REQUIRED TO WORK A VARIETY OF HOURS, INCLUDING WEEKENDS, NIGHTS, AND HOLIDAYS.

Under the general supervision of the Police Records Manager, performs a variety of specialized clerical duties in the preparation and maintenance of police records; assists Police Officers in the booking, searching and transporting of prisoners; performs related duties as required.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential functions include, but are not limited to, the following:

Reviews and corrects various transcribed arrest reports; researches and collects records such as criminal records, rap sheets and fingerprint reports to attach to reports; prepares copies for detective bureau; may transcribe arrest reports.

Inputs data related to crime, incident and traffic accident reports into computer systems; makes copies and distributes to various staff; files reports. Inputs data related to Notice to Appear Citations and prepares transmittal for court. Accesses various local, state and national law enforcement systems to enter and retrieve information.

Researches and provides information to requests by phone, fax and mail for information from other police agencies, parole agencies, prisons and county social services agencies.

Responds to inquiries in person or by phone from members of the public, providing explanation of procedures and requested information, related to such issues impounded vehicles, arrest reports and accident reports.

As needed, serves as matron for female prisoners for such activities as removing handcuffs, taking property, performing pat downs and strip searches, escorting, conducting jail checks, feeding meals and witnessing procedures.

Sends out notices to registered and legal owners of impounded vehicles; enters impound information in national and local automated data bases.

On occasion, provides staff support at the Police Department front counter; meets and responds to public requests; releases impounded vehicles; copies and sells various reports; takes crime and incident reports.

May assist in the Detective Bureau tracking subpoenas, updating records, coordinating staff court appearances and ensuring crime reports are submitted.

Balances register, codes and prepares daily cash reports; prepares deposits for watch commander.

Maintains and monitors computerized and hard copy files, databases and directories; conducts record searches; audits documents, verifies accuracy and ensures compliance with applicable statutes and regulations.

Prepares, types and/or distributes statistical reports, correspondence and related documents; operates a variety of office equipment.

As required, contacts other City staff, the public or other agencies to verify, obtain or distribute routine information regarding related City activity.

On occasion, testifies in court related to records or procedural witness.

MINIMUM & DESIRABLE QUALIFICATIONS:

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary. A typical way of obtaining the knowledge and abilities would be graduation from high school or equivalent and two (2) years of clerical experience including the operation of a personal computer.

Knowledge, Skills, and Abilities

Knowledge of: police terminology, law enforcement codes and laws applying to the release of information; record keeping procedures; filing systems; principles and practices of customer service and public contact; automated technology and office equipment used in record keeping.

Ability to: meet the public in situations requiring diplomacy and tact; interpret and explain technical written documents; work independently; perform clerical, record keeping work; understand and follow oral and written directions; understand, apply and detect errors in specific segments of a record keeping system; communicate effectively both orally and in writing; provide accurate information, calculations, and documents; maintain confidentiality of sensitive records and information; evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and resolve problems; interact tactfully and sensitively with a variety officials, members of other agencies, the media and the public; establish and maintain cooperative working relationships; willingness to work rotating shifts and holidays and occasional overtime.

Skill in the operation of a variety of office equipment, including computer and calculator. **Must be able to type 40 wpm net.**

Desirable Qualifications

English/Spanish bilingual skills highly desirable.

OTHER IMPORTANT INFORMATION:

California Department of Motor Vehicle (DMV) Pull Notice System

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, stoop, crouch and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus and perform office machine operations. Incumbents are not substantially exposed to adverse environmental conditions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

Application Packets Must Include: A fully completed online employment application which:

- Covers at least the past 10 years of employment history (or longer if you have other relevant experience).
- Responses to the supplemental questionnaire.
- Must be specific in describing your qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application.
- Individuals who require a reasonable accommodation to participate in any phase of the application or selection process must advise Human Resources and make such a request during the application process. Every effort will be made to provide a reasonable accommodation where requested.

Selection Process: All application materials received by the application deadline will be reviewed and evaluated. All information supplied by applicants is subject to verification.

1. **Application Review:** The first phase will be a detailed review and appraisal of each candidate's application (individuals who require a reasonable accommodation to participate in any phase of the selection process must make such a request during the application process by notifying the Human Resources Office). This phase is for qualifying purposes only. There is no weight assigned to this phase. Those candidates who meet the minimum qualifications may be invited to the next phase.
2. **Typing Certificate (qualifying):** **A typing certificate of 40 wpm net is required and**

must be submitted by the written examination date. Typing test must be a minimum duration of five (5) minutes and have been taken within six (6) months of the City's Employment Application due date. Typing certificate must be issued from an acceptable agency (government agency, temporary employment agency, learning institution). Online typing certificates will not be accepted and a failure to submit a certificate by the deadline will result in disqualification.

3. **Written Examination - (weighted 30%):** A minimum of 70% must be obtained on the written exam in order to be eligible to continue to the next phase of the selection process which will consist of an oral appraisal interview.
4. **Oral Appraisal Interview - (weighted 70%):** A minimum of 70% must be obtained for placement on the Employment Eligibility List. Current and future vacancies will be filled from this list. Lists typically last for 12 months, but may be extended or abolished in accordance with the City's Civil Service rules and regulations.

Pre-employment Process

- The City supports a Drug-Free Workplace.
- All potential employees are required to successfully complete a thorough background investigation, fingerprinting, and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening).
- New employees must complete a verification form designated by the United States Department of Homeland Security, Citizenship and Immigration Services, that certifies eligibility for employment in the United States of America.

Hiring of Relatives: Relatives of existing employees by blood or marriage will not be eligible for employment with the City if potential supervision, safety, security, or morale problems exist; or if potential conflicts of interest exist. Relatives include an employee's parents, children, spouse, brothers, sisters, in-laws, and step relationships.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

Equal Opportunity Employer

The City of South Gate is an Equal Opportunity Employer. In compliance with all applicable Federal and State laws, it does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability (mental or physical), medical condition, genetic characteristic or information, sex (including gender, gender identity, gender expression, or pregnancy), sexual orientation (including homosexuality, bisexuality, or heterosexuality), or military or veteran status in its employment actions, policies, procedures, or practices.

The City of South Gate

The City of South Gate is a busy urban community consisting of residential, commercial, and industrial development, spread over 7.41 square miles. It is currently ranked the 59th largest city in California with a population of approximately 97,000. Strategically located along the 710 freeway, the City is just 12 miles southeast of downtown Los Angeles.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofsouthgate.org/>

Position #202200313
POLICE RECORDS SPECIALIST
ML

Human Resources Office, City of South Gate
8680 California Avenue
South Gate, CA 90280
(323) 357-5835

Police Records Specialist Supplemental Questionnaire

- * 1. I understand that an incomplete application may lead to disqualification from the recruitment process and I have supplied all the applicable information in my application. Examples of incomplete/inaccurate information leading to disqualification include, but are not limited to noting incorrect department, leaving dates of employment blank, not attaching requested copies of certificates, leaving duties blank or noting "See Resume," etc.
 Yes No

- * 2. This position will require you to go through an extensive background investigation and polygraph examination. The background investigation will include but will not be limited to a check of your criminal, credit, employment, and education history. In addition, your family, friends, supervisors (current and past), co-workers and neighbors will be interviewed. Are you willing to provide the Police Department with the above information during the background investigation phase of the selection process?
 Yes No

- * 3. Do you possess a current typing certificate with a minimum of 40 wpm net accuracy?
 Yes No

- * 4. Do you have two (2) years of clerical experience including the operation of a personal computer?
 Yes No

- * 5. Are you willing to work at a rapid pace over which you have little control?
 Yes No

- * 6. Police Records Specialists are required to act as Matrons and perform various duties in the jail which include pat down searches of female inmates. Are you willing to perform these duties?
 Yes No

- * 7. Work Schedule: The nature of the position requires 24-hours a day, 7-days a week coverage. Are you willing to work three consecutive 12-hour days every week plus one additional 8-hour day every other week? *Shift assignments are based primarily on seniority.
 Yes No

- * 8. Are you willing to work weekends on a regular basis?
 Yes No

- * 9. Are you willing to work Thanksgiving Day, Christmas Day, New Year's Day, or all holidays, depending on your scheduled workdays?
 Yes No

- * 10. Are you willing to work the same shift, days, and hours as your instructor during on-the-job training?
 Yes No

- * 11. All employees are subject to change in their work shift or may be asked to cancel plans on short notice, due to the possibility of an order back to work. Are you willing to cancel your plans and report back to work if necessary?
 Yes No

- * 12. Mandatory overtime may be required of this position, are you willing to work overtime when necessary?
 Yes No

- * 13. New employees can expect to work early morning, evening, night hours, weekends, and most holidays for indefinite periods of time. Are you willing to work this type of schedule?
 Yes No

- * Required Question