



CITY OF SOUTH GATE
invites applications for the position of:

Community Service Officer - Hourly

SALARY: \$22.33 Hourly
OPENING DATE: 04/21/22
CLOSING DATE: 05/22/22 11:59 PM

ABOUT THE POSITION:

*This recruitment process will close on Sunday, May 22, 2022 at 11:59 p.m.
You are encouraged to apply immediately.*

THIS IS A PART-TIME POSITION, AND MAY BE REQUIRED TO WORK A VARIETY OF HOURS INCLUDING WEEKENDS AND HOLIDAYS.

(May work up to 18 hours per week - to a maximum of 990 hours per fiscal year)

The Community Service Officer is a non-sworn position under the general supervision of a Police Sergeant, Field Supervisor or higher ranking position. While distinctively uniformed as a non-sworn, non-peace officer, the Community Service Officer performs duties related to law enforcement in specific assigned areas.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assists in response to non-hazardous police calls; interviews principals and witnesses; collects and preserves physical evidence; performs crime scene fingerprinting; records factual data; takes photographs; and prepares written crime reports.
- Provides traffic control at traffic accident scenes, fires, defective traffic signaled intersections, and other areas.
- Takes minor traffic accident reports.
- Provides security patrol of park grounds and buildings; prevents or detects violations of laws and ordinances, such as vandalism; reports violations to police as necessary; and clears parks at closing time.
- Patrols to enforce parking regulations; tags and handles storage procedures for abandoned vehicles.
- Performs residential inspections for yard sale permits, and commercial inspections for current business licenses.
- Assists in crime prevention programs, such as family violence education, Community in Action, and business support.
- May assist with Emergency Management and Crime Analysis.
- Assists with department and City Community events.
- Receives visitors at the police front desk, documents information received, and prepares related crime reports, such as stolen property reports.
- May assist Police Officers in searching, booking, fingerprinting, monitoring, transporting, or releasing prisoners; may assist in dispatch and jail duty. When assigned as a Matron may be required to assist with female prisoners under the direction of a Police Officer.

MINIMUM & DESIRABLE QUALIFICATIONS:

Minimum Qualifications

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary. A typical way to obtain the knowledge and abilities would be:

Education, Training, and Experience

Graduation from high school or equivalent.

Licenses/Certifications/Special Requirements

Possession of a California Class C driver's license showing proof of insurance and a satisfactory driving record is required at time of appointment and throughout employment in this position.

Knowledge, Skills, and Abilities

Knowledge of: basic office practices and procedures; basic computer software applications; effective customer service techniques.

Ability to: read, interpret and follow departmental policies, rules and regulations; follow oral and written directions; operate telephone, teletype, police radio equipment, computers and other office equipment; make accurate observations, and record situations, facts, and statements accurately; exercise sound judgment; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; be sensitive to the needs and concerns of ethnic and cultural groups in the City; evaluate sensitive situations quickly, and initiate appropriate action to diffuse situations and resolve problems.

Skill and Ability to: **type 25 words per minute 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. While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear; and may stand for extended periods of time. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors.

Incumbents are occasionally exposed to outside weather conditions, traffic, dust, gas, fumes, and chemicals.

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)
- 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.

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

- The applications will be screened and those applicants possessing the most desirable qualifications on the basis of experience, training, and education, as submitted, will be invited to continue in the selection process. **This includes a Qualifying Written Examination, a Typing Certificate - Qualifying, and an Oral Interview.**
- **Typing Certificate (qualifying): A typing certificate of 25 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.
- Candidates who successfully complete all phases of the selection process will be placed on an 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.
- 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.
- 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.

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 and physical), medical condition, genetic characteristic or information, sex (including gender, gender identity, gender expression, and 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 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 100,000. Strategically located along the 710 freeway, the City is just 12 miles southeast of downtown Los Angeles.

The City is in a state of revitalization with many new development projects on the near horizon. As we look to the future we are heartened by the many opportunities for economic growth. We are looking for (a) dynamic individual(s) to join our employment team and work alongside our civic leaders, residents, and business owners committed to promoting and maintaining a safe and prosperous community in which to live and work.

Community Service Officer - Hourly Supplemental Questionnaire

- * 1. Possession of a California Class C Driver's License is required for this position. Please indicate your California Driver's License number.
- * 2. I understand this is a part-time job and I will only be working 18 hours per week.
 Yes No
- * 3. 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
- * 4. This position will require you to go through an extensive background investigation and polygraph which will include a check of your criminal, credit, employment, and education history. In addition, your family, friends, supervisors (current and past), co-workers and neighbors will all 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
- * 5. Work Schedule: The nature of the position requires 24 hours a day, seven days a week coverage. Are you willing to work shifts that may require working evenings, weekends, and holidays?
 Yes No
- * 6. Are you willing to work weekends on a regular basis?
 Yes No
- * 7. Are you willing to work the same shift, days, and hours as your instructor during on-the-job training?
 Yes No
- * 8. Are you willing to make quick decisions involving situations in which one or more person's safety is at stake?
 Yes No
- * Required Question