

# Employment Opportunity Notice

## Police Officer (Entry Level or Lateral)



**Filing Deadline: Open until filled;** Applications will be accepted until a sufficient number have been received.

**General Statement of Duties:** Performs a variety of law enforcement and crime prevention duties to ensure the strict enforcement of all State and local laws and ordinances relating to the preservation of public peace, public safety, prevention of crimes, and protection of life and property.

**Knowledge of** current law enforcement methods and procedures, including patrol, crime prevention, traffic control, basic investigations, arrest and identification techniques; current state and local criminal codes, laws, and recent court decisions; community oriented policing principles; criminal behavior and methods of operation; roads and characteristics of various City areas and neighborhoods.

**Ability to** understand, interpret and apply laws, regulations, ordinances and policies, communicate effectively, both orally and in writing, in the English language; show a high level of discretion and flexibility in daily operations; understand and carry out oral and written directions; accurately observe and remember names, faces, numbers, incidents and places; deal courteously, yet firmly and effectively with the public in police situations; establish and maintain cooperative working relationships with those contacted in the course of work; observe situations analytically and objectively; record observed situations clearly and concisely; comply with the requirements contained in the California Peace Officer Standards and Training; provide quality customer service; prepare clear, comprehensive, and factual reports and documents; efficiently use interpersonal and conflict resolution skills to handle a wide variety of sensitive situations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for this job position. Any combination of education and experience which would provide the required knowledge, skills and abilities may be qualifying. A typical way to obtain the required qualifications would be:*

### **Education and Experience:**

Education: A high school diploma or equivalent to the completion of the twelfth grade

**Entry Level:** Graduation from a California POST Certified Basic Law Enforcement Academy within the past three years.

**Lateral:** Employment as a California Peace Officer within the past three years; or, possession of a California POST Requalification certificate dated within the past three years; Possession of a valid California POST Basic Certificate.

Out of state Peace Officer experience may be considered if California POST requirements are met at the time of appointment.

**APPLICATION PROCESS:** A City of Crescent City application including required supplemental questionnaire must be received in the Human Resources Department by 4:00 p.m. on the final filing date. Application materials are available from: City of Crescent City, 377 J Street, Crescent City, CA 95531 or on our website at [www.crescentcity.org](http://www.crescentcity.org). Include copies of all POST certificates and a list of all POST coursework completed. A current resume may be included but not substituted for the application.

**FINAL FILING DATE:** Apply immediately, open until filled. Applications will be accepted until a sufficient number have been received.

### **Wage and Benefits**

**Hourly Wage:** \$17.01 to \$25.25/hour. An education incentive pay program is available depending on California POST certification level.

**Retirement:** PERS 2% @ 50 for Classic members; 2.7% @ 57 for New members.

**Health:** The City provides up to \$1025/month in a Flexible Benefit Plan to apply towards health benefits, including medical, dental, vision, air ambulance, long-term disability, and life insurance.

**Vacation Leave:** Vacation is accrued at 4 hours biweekly upon employment and increases with time in service. There is an accumulation limit with a cash-out option.

**Sick Leave:** Sick leave is accrued at 4 hours biweekly with an accumulation limit.

**Holidays:** 98 hours of Holiday pay per year.

**Although benefits have been reported as accurately as possible, there has been no guarantee of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.**

**THE SELECTION PROCESS** will consist of a written exam, a physical agility test, and an oral interview. Subsequent to a job offer and prior to being hired, a candidate must successfully pass a thorough background investigation including a psychological exam, a medical examination and drug screening, submit a DMV printout showing an acceptable driving record; and pass a criminal history investigation through the California Department of Justice.

#### Equal Employment Opportunity/Reasonable Accommodation:

The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment.

In accordance with the Americans with Disabilities Act, the City will make reasonable efforts during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department (707- 464-7483 x233) prior to the testing date.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

**CRESCENT CITY** is located on Hwy 101 on the pristine Northern California coast about 25 miles south of the Oregon border. The area offers an abundance of outdoor activities utilizing the proximity of the Pacific Ocean, two major rivers, national and state parks and recreation areas. The City was incorporated in 1854 and consists of 55 full-time and 25 part-time employees. The City has a City Manager/Council form of government with a five-member elected City Council.