



Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

POLICE CLERK I

Open-Competitive

4-Day Workweek

SALARY RANGE: \$32,684 - \$39,728

Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS.

FILING DEADLINE: 5 p.m. – Thursday, September 27, 2018. Postmarks will not be accepted.

THE POSITION

Duties: Perform a wide range of general clerical duties as required in the Police Department including, but not limited to, the following: Type and proofread and data entry from a variety of documents including police reports, memos, and statistical charts from oral direction, rough draft, forms, copy, notes or transcribing machine recordings; maintain a variety of statistical records and reports, operate a computer, copy machine, and other office equipment; act as receptionist; answer telephones. Assist the general public by giving information on department policies and procedures; may assist in performing searches of arrested persons; and perform other related duties as assigned.

Hours: Four (4) day workweek with 9-hour shifts; normal schedule is Monday through Thursday or Tuesday through Friday, 7 a.m. until 5 p.m. or 8 a.m. until 6 p.m.



DESIRABLE QUALIFICATIONS

Education and Experience: High school graduation or equivalent, supplemented by specialized clerical courses; and some responsible clerical experience.

Knowledge of: English usage, spelling, grammar and punctuation. Office methods, procedures, and equipment. Microsoft Word.

Ability to: Perform record searches quickly and accurately, operate office machines and learn office methods, rules and policies. Understand and carry out oral and written directions. Type at a speed of not less than 40 words per minute. Proficiently use Microsoft Word. Establish and maintain effective working relationships with others. Maintain confidentiality of sensitive materials.

BENEFITS

- Competitive contributions toward family medical and dental benefits
- 4-day, 36-hour workweek; Monday through Thursday or Tuesday through Friday, depending on department needs
- Ability to qualify for education, certificate, and exceptional performance bonuses
- New CalPERS members—CalPERS Pension Reform Formula 2% @ 62 (Employee contribution 6.25% annual salary)
- City-paid life insurance benefit
- 2.4 to 4.6 weeks of vacation per year depending on years of service
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long-term disability plan
- \$1,500 tuition reimbursement for job-related courses



SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in the selection process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate. Prior to hire, successful candidates will also be required to undergo a thorough background investigation. The background investigation will include a comprehensive investigation of candidate background, education and employment history (including a credit, criminal and DMV review), a polygraph examination, a psychological examination, and a medical examination (including drug screen).



Successful candidates must provide, at their own expense, a certificate verifying typing speed prior to appointment.

Appointments are subject to a 12-month probationary period.

APPLICATION PROCESS

A City of La Verne Application must be filed with the City of La Verne Personnel Department. Applications are available at City Hall (3660 D Street, La Verne). Applications are not available online.

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As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. 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 further notice.

PERSONNEL OFFICE (909) 596-8726

Website: www.cityoflaverne.org

Equal Opportunity Employer