



EMPLOYMENT OPPORTUNITY

PUBLIC SAFETY RECORDS CLERK

Salary Range: \$14.63 - \$19.60/Hour

Closing Date: **July 27, 2017, 5:00 p.m.**

City of Anderson
Personnel Department
1887 Howard Street, 3rd Floor
Anderson, CA 96007
(530) 378-6646

Postmarks not accepted after this date.
Emails and Faxes Not Accepted.

DEFINITION

Under general supervision, to perform varied police clerical work; to receive emergency and non-emergency public safety information; functions as police receptionist; assists Division Manager; and to do related work as required.

EXAMPLE OF DUTIES

Maintains records and documents located in the central records unit of the Police Department; types, classifies, indexes, and files reports; types, classifies, and searches arrest records; performs clerical work necessary in maintaining data entry, case files, and property indexes; inputs data into computer system; assists in the preparation of reports; secures information to relay to dispatch personnel in accordance with predetermined plans and policies; processes court documents; assists persons at the reception counter; prepares police crime reports; signs off citations; processes and maintains registrant files; processes Live Scan and hard card fingerprint applicants; maintains Live Scan files; purges and destroys case files.

DESIRABLE QUALIFICATIONS

Training and Experience - Any combination equivalent to graduation from high school and two years of general clerical experience, preferably including experience in communications.

Knowledge and Abilities - Knowledge of office practices and procedures, office equipment, including computers, and modern filing systems; ability to receive, transmit, and record information accurately and under stress; ability to type and operate standard office machines, ability to react quickly, efficiently, and calmly in an emergency situation and to adopt an effective course of action; ability to speak clearly and concisely; ability to exercise patience and tact; ability to understand and follow oral and written directions; ability to read maps and give clear directions; ability to give attention to simultaneous activities; ability to learn and use public safety classification codes and California Vehicle and Penal Codes; ability to handle confidential matters with discretion; ability to establish and maintain effective relationships with others.

SPECIAL REQUIREMENTS

Possession of an appropriate and current California driver's license, or ability to acquire one within ten days of appointment. Must be at least 18 years of age. Felony conviction disqualifying.

TOOLS AND EQUIPMENT USED

Personal computer, printer, scanner, typewriter, calculator, telephone, copier, fax machine, and various other office equipment, automobile.

PHYSICAL DEMANDS

The physical demands 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.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Specific vision abilities required by this job include close vision and the ability to adjust focus. Acute hearing is essential for communicating with the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Primarily the work is in an office environment with occasional field work which may involve walking, standing, bending, stooping, driving, and full range of body movement. The office environment noise level is usually quiet.

HOW TO APPLY

A City application form is required. A Resume may be submitted but will not be accepted in lieu of an application. Application forms may be obtained from the City of Anderson, Personnel Department, 1887 Howard Street, Floor 3, Anderson, CA 96007. (530) 378-6646, or one may be downloaded from our website at www.ci.anderson.ca.us.

SELECTION PROCESS

On receipt of completed applications, each candidate's education and experience qualifications will be evaluated; the selection process may consist of a qualifications appraisal, a written examination, an oral evaluation, or any combination of the above appropriate to the number of applications received. The scores resulting from the testing process will determine placement on an eligible list from which appointment(s) will be made.

EMPLOYMENT BENEFITS

Vacation:	10 days per year; 15 days after 5 years; 20 days after 10 years.
Holidays:	14 paid.
Sick Leave:	Earned at a rate of 1 day per month.
Retirement:	PERS - Provides 2% @ age 55 for classic employees and 2% @ age 62 for new employees entering CalPERS for the first time, Supplemental to Social Security; credited sick leave. Highest 36 months. Employee pays member share.
Insurance:	Group insurance plans for employees/dependents includes life insurance, medical, dental, vision, and disability. City pays 93.3% of monthly premium plus one-half of rate increases (effective 1/1/2015). Section 125 (Cafeteria) Plan available.

The City of Anderson is an equal employment opportunity employer and does not discriminate with regard to race, age, color, sex, religion, national origin or disability. The City of Anderson will make reasonable accommodations upon request to applicants with disabilities.