

WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County. The City of Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Cultivating a strong sense of community and civic pride are the cornerstones to the City's success. Building on its rich heritage, City leaders understand the importance of balancing growth and preserving a high quality of life for its citizens. The City's motto, "A Place for Families in the Heart of the Delta" is evidenced everywhere you go – the City boasts highly ranked schools, safe neighborhoods, and has been named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.



*The City of Oakley is committed to
the 3P's of Public Service:*

*Polite
Professional
Progressive*

COMPENSATION

The hourly rate of pay is \$19.69 to \$24.42. This is a part-time position limited to 960 hours per fiscal year. Benefits are not provided.

APPLICATION PROCESS

The **REQUIRED** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting the Human Resources Department page on the City of Oakley website at www.ci.oakley.ca.us.

Applications are due on **March 11, 2016, by 5:00 pm**. Faxes and postmarks will **NOT** be accepted.

SELECTION PROCESS

Applications will be screened and those applicants possessing the **MOST DESIRABLE** minimum qualifications will be notified to participate in the interview process. All applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Division and request an accommodation at least 3 business days prior to the interview.



- Now Hiring -

POLICE SERVICES ASSISTANT

\$19.69 to \$24.42 per hour
depending upon qualifications

*This is a part-time position, limited to 960 per
fiscal year. Benefits are not provided.*

Final Filing Date:

March 11, 2016 before 5:00 pm



Human Resources Division

3231 Main Street
Oakley, CA 94561

www.ci.oakley.ca.us

THE DEPARTMENT AND POSITION

The City of Oakley is hiring a part-time *Police Services Assistant* (PSA) to serve in the daily functions of the Oakley Police Department. Under the supervision of a Police Sergeant or the Chief of Police, the PSA will provide a wide variety of non-sworn technical and administrative law enforcement support services in the Police Department.

As a civilian working in the Police Department, the PSA is responsible for the non-sworn law enforcement assignments while learning City policies and procedures. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

This position works approximately 19 hours per week (not to exceed 960 hours in a fiscal year) and benefits are not provided. **Regular schedule to be agreed upon after conditional offer has been made.**



EDUCATION AND TRAINING

Equivalent to completion of the twelfth grade; one year of work experience that demonstrates a general aptitude for working with the public in a multi-task environment; and possession of a valid California driver's license.



REPRESENTATIVE DUTIES

- Performs a wide variety of non-sworn technical and administrative law enforcement support duties in support of Police Department operations.
- Inventories, tracks, logs and processes evidence seized in relation to criminal cases.
- Responds to routine and non-hazardous calls for service; takes and prepares reports including those involving lost and found property, shop-lifting, cold burglaries, and stolen property.
- Performs a range of parking enforcement and vehicle abatement duties; patrols City and marks vehicles; issues parking citations; has abandoned vehicles towed.
- Registers sex and health and safety offenders.
- Assists officers in witness and/or crime scene searches; participates in evidence collection.
- Performs fingerprinting for prisoners and the public.
- Assists with records functions within the Police Department.
- Assist with fleet maintenance.
- Assembling criminal cases for District Attorney review.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Standard law enforcement information, communications, and record keeping terminology.
- Law enforcement record keeping and records management principles, procedures, and evidence logging.
- Basic Spanish speaking skills are encouraged, but not required.



Ability to:

- Represent the City of Oakley in a Polite and Professional manner.
- Manage multiple tasks and meet due dates.
- Effectively communicate with the public and other employees.
- Perform a variety of non-sworn law enforcement activities.
- Prepare factual, clear, and concise crime reports.
- Operate and use modern office equipment including a computer and various software packages.
- Research and maintain records, logs, and files.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.