



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 \$17 to \$21.44. 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 Division page on the City of Oakley website at www.ci.oakley.ca.us.

Applications are due on **January 12, 2018, by 5:00 pm**. Faxes and postmarks will **NOT** be accepted. Candidates can expect to be notified of an update on the recruitment process by January 17.

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.

OAKLEY



CALIFORNIA

- Now Hiring -

POLICE RECORDS ASSISTANT

\$17 to \$21.44 per hour

Depending upon qualifications

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

Final Filing Date:

Before 5 p.m. on January 12, 2018



Human Resources Department
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 Records Assistant* to assist with clerical work within the Oakley Police Department.

Under supervision of a Police Lieutenant or other assigned senior, supervisory or management staff, performs a wide variety of technical and clerical law enforcement support duties related to gathering, recording, maintaining, retrieving and distributing highly sensitive and confidential law enforcement data and information necessary to maintain and preserve public safety, welfare, and/or health.

The incumbent will enter reports and data into a variety of automated law enforcement records systems; ensure that records and information is accurate, clear, and comprehensive for law enforcement personnel and the general public; demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties.

This position works approximately 19 hours per week (not to exceed 960 hours in a fiscal year) and benefits are not provided. **The anticipated schedule will be Thursdays and Fridays from 11am—7pm and as needed to fill vacancies.**



REPRESENTATIVE DUTIES

- Enters, maintains, and retrieves data, reports, and information into and from a variety of automated law enforcement records systems.
- Verifies documents through CLETS and other means for vehicle releases; including background check records.
- Processes a variety of case reports including citation amendments, Department of



Motor Vehicle paperwork, Child and Family Services referrals, domestic violence reports, and traffic accidents; ensures proper dissemination of said documents.

- Collects payments for several police services; maintains appropriate ledgers; prepares and issues receipts.
- Processes all subpoenas for criminal and traffic court; enters subpoenas into Police Department court log and updates information logs. Coordinates communication and paperwork among involved parties.
- Schedules and calendars appointments including for fingerprinting, court ordered bookings, and registrant booking.
- Access State photo system to retrieve driver's license photographs for officers and detectives; generate photo line-ups from the system; maintains logs.
- Assists other departmental and City personnel with administrative and office support functions and may include searching of females in police custody as necessary.
- Assists, provides information, and responds to questions and concerns from the general public, departmental staff, and other agencies.
- Types correspondence, reports, forms, and other confidential and specialized documents from drafts, notes, dictated tapes, or brief instructions.
- Performs related duties as required.

EDUCATION AND TRAINING

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- ◆ Equivalent to the 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.

KNOWLEDGE & ABILITIES

Knowledge of:

- Methods and techniques in the performance of administrative office duties and responsibilities specific to the area of assignment.
- Methods and techniques of data collection, research, and report preparation.
- English usage, spelling, grammar and punctuation. Business letter writing and basic report preparation.
- Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software.
- Modern office procedures, methods and equipment including computers.
- Methods and techniques of proper phone etiquette.
- Law enforcement records management principles, procedures, techniques, and equipment. Basic police terminology.

Ability to:

- Learn department policies; procedures, organization and operating details; establish and maintain positive working relationships.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Understand, interpret, and apply general administrative and departmental policies and procedures.