



CITY OF SOUTH GATE
invites applications for the position of:

SALARY: \$21.66 - \$26.33 Hourly
 \$1,732.62 - \$2,106.00 Biweekly
 \$3,754.00 - \$4,563.00 Monthly
 \$45,048.00 - \$54,756.00 Annually

OPENING
DATE: 04/20/22

CLOSING
DATE: 05/20/22 11:59 PM

ABOUT THE POSITION:

This is a Bonafide Occupational Qualification Position – Female Candidates

Apply immediately as this recruitment will close at 11:59 p.m. on Friday, May 20, 2022 or once we receive the first 100 applications, whichever occurs first.

THIS IS A FULL-TIME POSITION AND WILL BE REQUIRED TO WORK A VARIEnS DAeT0 I.[Twhicheve

Responds to inquiries in person or by phone from members of the public, providing explanation of procedures and requested information, related to such issues impounded vehicles, arrest reports and accident reports.

As needed, serves as matron for female prisoners for such activities as removing handcuffs, taking property, performing pat downs and strip searches, escorting, conducting jail checks, feeding meals and witnessing procedures.

Sends out notices to registered and legal owners of impounded vehicles; enters impound information in national and local automated data bases.

On occasion, provides staff support at the Police Department front counter; meets and responds to public requests; releases impounded vehicles; copies and sells various reports; takes crime and incident reports.

May assist in the Detective Bureau tracking subpoenas, updating records, coordinating staff court appearances and ensuring crime reports are submitted.

Balances register, codes and prepares daily cash reports; prepares deposits for watch commander.

Maintains and monitors computerized and hard copy files, databases and directories; conducts record searches; audits documents, verifies accuracy and ensures compliance with applicable statutes and regulations.

Prepares, types and/or distributes statistical reports, correspondence and related documents; operates a variety of office equipment.

Skill in the operation of a variety of office equipment, including computer and calculator. **Must be able to type 40 wpm net.**

Desirable Qualifications

English/Spanish bilingual skills highly desirable.

OTHER IMPORTANT INFORMATION:

California Department of Motor Vehicle (DMV) Pull Notice System

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

Physical Demands and Work Environment

The physical demands and work environment 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. Work is performed mostly in office settings. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, stoop, crouch and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus and perform office machine operations. Incumbents are not substantially exposed to adverse environmental conditions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

Application Packets Must Include: A fully completed online employment application which:

- Covers at least the past 12 months: Covers -i.960f-6-Id.Covers ield.200001st licatlude: equataJ /f-7-0 1]TJ

must be submitted by the written examination date. Typing test must be a minimum duration of five (5) minutes and have been taken within six (6) months of the City's Employment Application due date. Typing certificate must be issued from an acceptable

Police Records Specialist Supplemental Questionnaire

- * 1. I understand that an incomplete application may lead to disqualification from the recruitment process and I have supplied all the applicable information in my application. Examples of incomplete/inaccurate information leading to disqualification include, but are not limited to noting incorrect department, leaving dates of employment blank, not attaching requested copies of certificates, leaving duties blank or noting "See Resume," etc.
 Yes No

- * 2. This position will require you to go through an extensive background investigation and polygraph examination. The background investigation will include but will not be limited to a check of your criminal, credit, employment, and education history. In addition, your family, friends, supervisors (current and past), co-workers and neighbors will be interviewed. Are you willing to provide the Police Department with the above information during the background investigation phase of the selection process?
 Yes No

- * 3. Do you possess a current typing certificate with a minimum of 40 wpm net accuracy?
 Yes No

- * 4. Do you have two (2) years of clerical experience including the operation of a personal computer?
 Yes No

- * 5. Are you willing to work at a rapid pace over which you have little control?
 Yes No

- * 6. Police Records Specialists are required to act as Matrons and perform various duties in the jail which include pat down searches of female inmates. Are you willing to perform these duties?
 Yes No

- * 7. Work Schedule: The nature of the position requires 24-hours a day, 7-days a week coverage. Are you willing to work three consecutive 12-hour days every week plus one additional 8-hour day every other week? *Shift assignments are based primarily on seniority.
 Yes No

- * 8. Are you willing to work weekends on a regular basis?
 Yes No

- * 9. Are you willing to work Thanksgiving Day, Christmas Day, New Year's Day, or all holidays, depending on your scheduled workdays?