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## Employment Opportunity – Open Recruitment

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### **POLICE OFFICER (Lateral/Academy Graduate) \$5,193.34 - \$6,193.15 per month\***

*\*Salary may be modified in accordance with MOU*

**Final Filing Date: Open Until Filled**

#### **THE POSITION**

The Police Officer is a sworn working-level law enforcement class, who performs all non-supervisory assignments found in a municipal police department. While incumbents are normally assigned to rotating beats for patrol or traffic enforcement, all functional areas of the law enforcement field, including investigation, youth services, administration, and training are included. Incumbents may be armed and may be assigned to work in uniform or plain clothes. Shift schedules and job assignments may be changed periodically to assure the maximum delivery of effective police service. Direct supervision and general direction is received from the duty Police Sergeant.

#### **ESSENTIAL JOB FUNCTIONS**

Patrols the City within an assigned beat on a rotational basis in a radio dispatched automobile to secure life and property, observe situations, report suspicious or criminal activity, hazardous conditions, and deter crime by providing high visibility; Responds to emergency calls for service and incidents to protect public safety and property; Provides information, direction, and assistance to the public; Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations; Observes, monitors, and controls routine and unusual traffic situations; Provides direction and traffic control in accident or incident situations, special events, or other congested situations; Secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations; Conducts comprehensive investigations into felony and high-level crimes as assigned; Assists the City Attorney or the District Attorney staff in preparing, documenting, and developing cases and gathering information; testifies in court as required; Provides mutual aid to other law enforcement agencies; Serves writs, warrants, subpoenas, and other legal documents; May perform and/or coordinate specific program or project areas such as school resources, investigations, crime prevention, and/or field training as assigned; Oversees the use and care of equipment as required; and Performs other duties as assigned.

#### **QUALIFICATIONS**

**Knowledge of:** Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and the pursuit, apprehension, and transportation of suspects; Investigation and identification techniques; Rules of evidence regarding search and seizure and the preservation of evidence; Courtroom procedures and techniques for testifying; Applicable Federal, State, and local laws, codes, ordinances, court decisions, and departmental rules and regulations; Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agencies, and impact weapons; Techniques of first aid and CPR; Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed; and Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:** Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places; Interpret, apply and explain complex laws, codes, regulations, and ordinances; Prepare clear, accurate, and grammatically correct reports, records, and other written materials; Identify and be responsive to community issues, concerns, and needs; Coordinate and carry out special assignments; Make independent decisions in emergency situations; Operate a motor vehicle in a safe manner under patrol and emergency conditions; Operate the equipment and vehicles of the department in a safe and responsible manner; Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations; and Establish and maintain effective working relationships with those contacted in the course of the work.

### **EDUCATION AND EXPERIENCE**

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

**Education:** Equivalent to the completion of the twelfth (12<sup>th</sup>) grade. Two (2) years of college-level coursework in law enforcement, police, social, or behavioral science is desirable. Applicants must have completed P.O.S.T. Basic Academy.

### **LICENSES AND CERTIFICATE**

Must have a valid California Class C driver's license with satisfactory driving record; Graduated from an accredited P.O.S.T. Academy; Possess and maintain firearms qualification. Title 22 First Aid/CPR Certificate is preferred.

### **APPLICATION AND SELECTION PROCESS**

**Interested candidates who meet the qualifications above must submit a City Application with the following documents:**

- **POST Certificate**
- **DMV Driving Record Printout (issued within 30 days of the date of the application)**
- **POST Personal History Statement**
- **POST Written Exam T-Score Results (waived for laterals)**

The application is considered incomplete without any of the abovementioned documents and will not be considered. A resume may be submitted with the application, but cannot take the place of the application. Candidates may apply online at [www.cityofsoledad.com](http://www.cityofsoledad.com) or application materials may be obtained from and submitted to the City of Soledad, 248 Main Street, Soledad, California, 93960, Attention: Human Resources or by calling Human Resources at (831) 223-5013.

Applicants' qualifications will be evaluated on the basis of the information provided on the employment application. The exam process will consist of an oral interview and background investigation process. The city reserves the right to use alternate testing procedures if deemed necessary.

### **CONDITIONS OF EMPLOYMENT**

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes Live Scan fingerprinting, drug and alcohol testing and a medical and psychological examination. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

### **BENEFITS**

- **Retirement:** CalPERS 3% at 55 (Classic Member), 2.7% at 57 (New Member)
- **Insurance:** City provides comprehensive medical, dental and vision benefits for the employee and his/her dependents. Employee participates in premium cost. In addition, the City pays the full premium for Long Term Disability, Life and AD&D Insurance.
- **Vacation Leave:** Ten (10) workdays per calendar year.
- **Sick Leave:** Twelve (12) days per year.
- **Holidays:** In accordance with applicable MOU.
- **Deferred Comp:** The City offers a 457 Plan through ICMA-RC on a voluntary basis.
- **Social Security:** The City participates in Social Security program.

For additional benefits information, please refer to the current Soledad Police Officers Association (SPOA) Memorandum of Understanding and Side Letter Agreements.

The City of Soledad is an Equal Opportunity Employer.

**Note:** The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract. This flyer is for information purposes only and does not supersede rules, regulations, ordinances and resolutions currently in effect.

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