

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Up to 5 working days

Health Insurance—Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents. The City makes a major contribution; the employee funds the balance.

IRC Sec. 125 Plan—Eligible unreimbursed healthcare and dependent care savings accounts available to all eligible, full-time, regular employees.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan. The City makes a major contribution; the employee funds the balance.

Long Term Disability Insurance—Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

Retirement— *Full benefits as provided by the California Public Employees’ Pension Reform Act of 2013 (PEPRA)*

Retirement Health Savings Plan

PROBATION: Except for promotional appointments (6 month probation), all employees in this classification must successfully complete a one year probationary period.

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager’s Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing

Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

TESTING: If your application shows that you meet the established minimum requirements, you will be notified of the date, time and location of the examination(s). Written examination items are generally multiple choice and response are marked with a pencil on Scantron answer sheets. Oral examinations are conducted by a panel who interview candidates and evaluate their verbal responses to direct questions. An Employment List will be established on the basis of written, oral, and for some positions, performance examinations. Performance examinations are scored on a pass/fail basis; passing scores on the written and oral examinations are averaged to compute a Final Score. Modified Assessment Procedures may be conducted in addition to or in lieu of written/oral examinations. Successful candidates will be placed on the Employment List in rank order of Final Score without showing scores.

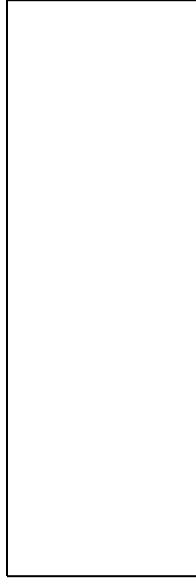
VETERAN’S PREFERENCE: Veteran’s Preference will be allowed only on certain entry level examinations if the candidate passes both the written and oral portions, and only if the supporting documents are submitted prior to the oral examination. You may claim Veteran’s Preference by submitting evidence of Honorable Discharge, that is, a DD214 or the equivalent.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

APPOINTMENT: As vacancies occur, a specified number of candidates will be certified in accordance with the Multiple Factor Certification procedure as set forth in *The Rules and Regulations of the Classified Service*. The names of certified candidates, interested in being considered for a vacancy, will be referred to the department in which the vacant position exists. The appointing authority makes the appointment. Generally, Employment Lists expire after two years from promulgation. An oath of allegiance to the United States and to the State of California must be taken before initial appointment to any position in the Classified Service.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract. cs 05/06



HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015

An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

(Civil Service, 37.5 hours/week)

POLICE RECORDS CLERK I/II

(Veteran’s Preference Available)

Salary:

\$2043-2146-2253-2366-2484 biweekly
\$4426-4649-4881-5123-5382 monthly

Full benefits as provided by the California Public Employees’ Pension Reform Act of 2013 (PEPRA)

FINAL FILING DATE:

Tuesday, May 28, 2019 OR Upon receipt of the first 100 applications- whichever occurs first.

Keyboarding Certificate required upon submission	Written Exam: June 17, 2019
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Oral Exam: TBA

Incomplete applications will not be accepted.

Résumés are not accepted in lieu of a City of Daly City application.

To apply online, visit: www.calopps.org

INFORMATION

DEFINITION

Police Records Clerk I: Under direct supervision, perform detailed clerical work of average complexity in connection with processing and maintaining sensitive and confidential police records; operate computerized Records Management System; receive money; provide customer service both at the counter and on the telephone; and to do related work as required. Police Records Clerk I is an entry-level position and Police Records Clerk II is the journey level class in the series requiring average knowledge and computer experience. Incumbents in this class, working within established procedures are expected to carry out general clerical duties, following oral and written directions, learn to exercise independent judgment, and have the ability to work in groups to achieve common goals.

Police Records Clerk II: Under supervision, Police Records Clerk II are expected to work within established procedures at a wide variety of keyboarding, data-entry, and general clerical duties, exercise independent judgment and provide training, technical and clerical supervision over less experienced staff.

Both the Police Records Clerk I and Police Records Clerk II have frequent contact with the public and other law enforcement agencies. Incumbents deal with sensitive and confidential information on a daily basis and are required to work under pressure.

Positions in the Police Records Clerk II class are flexibly staffed and normally filled by advancement from the Police Records Clerk I class, or when filled from the outside, require specific clerical experience. Appointment to this class requires the employee to be performing substantially the full range of police

records clerk duties and to meet the qualifications for the class.

EXAMPLE OF DUTIES

Either manually or through the use of computers, as appropriate, does responsible record processing work in the maintenance of confidential Police Department records; answer a variety of procedural questions and provides information from established departmental records to the public and other law enforcement agencies via telephone, in person, and in writing; routine data input for computer processing; operate a variety of office machines, including computers, adding machines and Dictaphone/transcriber; collects and records fees; prepare court packages; and perform related duties and responsibilities as assigned. At the Police Records Clerk II level you may be required to train employees.

MINIMUM QUALIFICATIONS

Knowledge of: Appropriate English and correct spelling, grammar and punctuation; basic arithmetic; and use of personal computer applications. Modern office methods, equipment, and procedures including filing and indexing methods are desirable. At the Police Records Clerk II level personal computer applications running in WINDOWS and modern office procedures including filing and indexing methods.

Ability to: Police Records Clerk I level: Keyboard at a speed of 40 words a minute from clear copy; perform detailed clerical work of average difficulty; use appropriate English and vocabulary and correct spelling, grammar and punctuation; learn, interpret, and apply applicable ordinances, policies, and laws; exercise good judgment and discretion in releasing information; learn to perform assigned duties independently or under general supervision; understand and carry out

oral and written directions; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Additionally, at the Police Records Clerk II level: Keyboard at a speed of 45 words a minute from clear copy and perform assigned duties independently or under general supervision.

Experience:

Police Records Clerk I: None required.

Police Records Clerk II: Two years of full time, clerical experience involving data entry, general office work, and public contact, desirably in a public sector law enforcement agency. Additional education may be substituted for one year of the required experience on the basis that one year of education equals six months of experience, utilizing a maximum of two years of additional education.

Education: Graduation from high school or equivalent.

Applicants for this position must be able to pass a comprehensive background investigation including polygraph and fingerprinting.

City of Daly City Prequalification Questionnaire for Police Records Clerk I/II

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy.

Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015

OR apply online at: www.calopps.org

1) Do you possess a high school diploma or equivalent?

Yes

No

2) Do you possess a keyboarding certificate at a speed of 40 words per minute? (**Please attach to your application otherwise your application is considered incomplete**)

Yes

No

Signature:

Date:
