



CITY OF GARDENA

CAREER EMPLOYMENT OPPORTUNITY

POLICE ASSISTANT (Part-time)

OPEN/CONTINUOUS

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
\$13.41	\$14.08	\$14.79	\$15.53	\$16.30	\$17.12

Applications Accepted on a Continuous Basis

Salary:

The salary range is based on a 6 step merit system with new employees hired at the first step with progression to the second step upon successful completion of a probationary period, with an annual review thereafter. Cost of Living Adjustment (COLA) is negotiated with the representative labor group and is separate from merit steps.

Vacation:

If assigned to work 30 hours per week or more on a consecutive monthly basis, will earn 4 hours per month of vacation.

Sick Leave:

If assigned to work 30 hours per week or more on a consecutive monthly basis, will earn 4 hours per month of sick leave.

Retirement:

The City participates in the Public Agency Retirement System (PARS) and currently pays 3.75% along with City contribution for all Part-Time employees that are not active CalPERS members.

Credit Union:

Savings and loans services are available through the South Bay Credit Union.

THE POSITION

Under general direction, performs duties in the field, at the public counter or in the evidence room. This position may be assigned to assist Officers in the field, in Parking and Traffic Control, and report-writing situations.

ESSENTIAL DUTIES

- Receives reports and complaints from the public; completes necessary forms concerning complaints, answers requests for information;
- Writes reports, makes records entries, researches data from files, conducts surveys, operates standard office equipment, including computer data entry;
- Searches files for information and records; indexes case reports; gives information concerning records to qualified persons under direct supervision;
- Performs routine darkroom work; maintains police automotive equipment records;
- Assists in compiling and tabulating statistical data; performs clerical work as required; maintains files and index card systems;
- Gives information regarding standard department matters; gives receipts for and keeps detailed ledgers of monies collected;
- May be assigned to assist officers in the field in parking citation, traffic control and report-writing situations.
- Performs other related duties as may be required.

EDUCATION AND EXPERIENCE

High school graduate or equivalent G.E.D. Must be 18 years of age at time of appointment.

LICENSE

Must have and maintain a valid Class "C" California Drivers License unless waived by the Police Department.

KNOWLEDGE, ABILITIES AND SKILLS

Must be able to represent the City and the Police Department in a favorable light while interacting with the general public, commercial firms and other public agencies. Must have the ability to learn the rules, regulations and orders necessary to complete assignments; must have skill in interviewing to gather necessary information concerning complaints and cases. Applicants must be able to speak, read and write in English. Bilingual ability is desirable.

The Gardena Community:

Located just 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County, Gardena is strategically located near the intersection of the Harbor (110), San Diego (405) and Gardena (91) Freeways. Gardena is a General Law City, incorporated in 1930, and operates under the Council-Manager form of government with a Mayor and four City Council Members elected at large. The City Clerk and City Treasurer are also elected. Gardena encompasses 5.95 square miles with an ethnically diverse population of approximately 62,000. Gardena, the "All-America City," is a mixed residential and business community with City government that prides itself in providing a full range of quality services to the community, including a municipal bus line.

Immigration Reform & Control Act of 1986:

In compliance, all new employees are required to provide documentation verifying identity and entitlement to work in the United States.

Provisions of this bulletin do NOT constitute an expressed or implied contract.

Any provisions contained in this bulletin may be modified or revoked without notice.

Membership in the Gardena Municipal Employees Association (GMEA) is optional is non-PERS members.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical demands include talking, listening, sitting, standing, kneeling, walking, running, bending, twisting, reaching and grasping in the performance of duties. Work is performed indoors and outdoors and at times in inclement weather.

SPECIAL CONDITIONS

Due to the nature of the duties and as a prerequisite of employment, candidates must successfully pass a physical examination, drug screen, and a background investigation which includes a polygraph examination and possible psychological testing.

FILING, SELECTION & TESTING PROCESS

To apply, submit an original City of Gardena Employment Application to the Human Resources Office; address listed below. **Applications submitted to any other office will be rejected unless otherwise directed.** Incomplete or illegible applications will be rejected. No copies, FAX or email copies. **We do not make copies of applications, DMV printouts or certifications.** Please come prepared with all applicable materials for submission. Postmarks are not accepted. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process.

The examination may consist of a written exam, skill or practice test, and/or an oral interview. The examination process may be changed as deemed necessary by the City Human Resources Officer.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Gardena does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex or sexual orientation. The City of Gardena maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

SUBMIT APPLICATIONS TO: CITY OF GARDENA HUMAN RESOURCES OFFICE
1700 W. 162ND STREET, GARDENA, CA 90247
Human Resources Office: (310) 217-9688
www.ci.gardena.ca.us
24 HR Job Hotline: (310) 217-9515



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