



City of Watsonville

POLICE SERVICE SPECIALIST

\$3,539.17 - \$4,742.83/Month*

Filing Deadline: Wednesday, November 28, 2012-5:30 P.M.

No Postmarks Accepted

Employment Opportunity

*“Opportunity Through
Diversity; Unity Through
Cooperation”*

275 Main Street, Suite 400
4th Floor
Watsonville, CA 95076

Phone: 831.768.3020
Job-Line: 831.768.3025
Fax: 831.761.0736

www.cityofwatsonville.org

All applicants are required to take the written entrance assessment exam (PELLETB) for law enforcement at Evergreen Valley College and receive a T score of 48 or higher. The exam will serve as the written test for the purposes of this recruitment. There is a \$10.00 fee. Upcoming test dates are: October 9th, October 20th, October 23rd, October 30th and November 17th. Please schedule an appointment at www.theacademy.ca.gov.

DEFINITION

The Police Service Specialist is either assigned to field duties or the property division and may receive cross training in both areas. Depending on area of assignment, the Police Service Specialist assists law enforcement officers in responsible public contact work; conducts traffic control; performs crime scene investigative duties; takes non-emergency reports; issues citations; organizes and performs property and evidence maintenance; handles hazardous substances; and, maintains accurate records and logs related to assigned duties.

SUPERVISION RECEIVED

Receives close supervision from assigned Supervisor or Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- performs responsible, technical, police services assistance duties in assigned area(s)
- reviews and responds to various citizen inquiries and requests; provides general assistance, direction, or referral as appropriate
- takes and completes required Police reports in non-emergency incidents where Police Department action is requested
- conducts traffic control in a variety of situations; natural disasters, accidents, fires, funerals, etc.
- receives property and evidence; places it in appropriate location, checks for proper packaging, sealing, numbering, etc. and records appropriate information
- testifies in court as necessary
- performs crime scene investigative duties
- searches for, identifies, collects, preserves and processes evidence ranging from microscopic to large, heavy items
- performs searches and/or pat-downs on suspected persons
- collects urine samples from suspected persons when requested
- disposes of property following established procedures; contacts property owners, processes property for destruction or auction, or returns property to Detective Division for reuse
- be available for 24-hour on call status when requested
- photographs and sketches crime scenes
- maintains organized records, logs and reports on property and evidence in the custody of the Police Department
- issues citations for Municipal and vehicle code violations
- handles hazardous substances including, but not limited to, contaminated blood, urine, and semen
- enters information regarding guns and found property into computer system
- researches status of property for owners as requested; releases property to rightful owners as appropriate
- orders, maintains, inventories, and stores film and photographs used by the Police Department; arranges for the processing and reproduction of film/photographs/videos as assigned
- transports property and/or evidence to appropriate location as needed
- performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Functions, procedures and policies of a municipal police department
- Basic knowledge of laws of arrest, search, and seizure

- basic knowledge of the rules of evidence and laws pertaining to the maintenance of evidence, release of evidence, and destruction of evidence
- laws and regulations governing the release of information from law enforcement agencies
- proper police radio procedures
- computers and various software
- proper English usage, spelling, grammar, vocabulary, and punctuation

Ability to:

- learn, appropriately apply, and clearly explain regulations, codes, and ordinances
- properly operate mobile and hand-held police radio
- understand and follow oral and written instructions in an independent manner
- effectively and tactfully communicate in both oral and written forms
- deal courteously and effectively with members of the general public
- compile, complete, and maintain accurate records
- drive a vehicle
- distinguish colors
- intermittently twist to reach equipment surrounding desk
- bend and lift up to 50 lbs.
- work with hazardous substances such as contaminated blood, urine, and semen
- see adequately to read text, correspondence, forms with fine print
- hear adequately to converse on a telephone and in person
- use a copy machine, calculator, telephone, and write or use a keyboard
- climb up to and into a Police van
- work indoors using near vision for prolonged periods
- work outdoors for prolonged periods of time
- walk on uneven surfaces
- establish and maintain effective work relationships with those contacted in the performance of required duties
- speak English/Spanish highly desirable

Special Requirement

- successful completion of a background investigation which will include a personal history questionnaire, a voice stress analyzer examination, credit history, driving record, criminal activity, military and employment records, and character references

LICENSE AND CERTIFICATION

- a valid Class C California Driver’s License, including a safe driving record

Training And Experience

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability is:

- High school graduation or GED and two years of experience as a Police Officer, Municipal Court Clerk, Police Records Clerk, or in a related job.

APPLICATION AND SELECTION PROCESS

Applications and written exam results must be submitted to the Watsonville Civic Plaza fourth floor Personnel Office, 275 Main Street, Suite 400, 4th Floor, Watsonville, CA 95076, by the filing deadline. **No postmarks accepted.** An application may be obtained by calling 831.768.3025 or by going to the City’s website at www.cityofwatsonville.org. All candidates will receive written notification after applications have been screened for requirement compliance. Testing and interview dates will be announced at a later time.

APPOINTMENT AND BENEFITS

*Reduced work week of 36 hours is in effect for FY 2012-2013. Most employees work four, nine hour days with most departments closed on Friday. Listed salary will be reduced by 10% in conjunction with reduced work week but benefit levels will remain the same which include excellent health, dental and optical benefits, and life insurance. The position benefits also include vacation, sick leave, holiday and administrative leave benefits. Depending on the needs of the City, bilingual pay (English/Spanish) may be available upon passing bilingual exam (\$250/month). The City offers Public Employees Retirement System (PERS 2% at 60) benefits. The City pays a portion of the employees 7% PERS contribution (City pays 4%, employee pays 3%).

The candidate selected will be appointed for a 12-month probationary period. Names of the remainder of successful candidates will be placed on an employment list which remains effective for one year. The Police Service Specialist position is represented by Operating Engineers Local #3.

Prior to appointment to the position of Police Service Specialist, a medical examination and Department of Justice Livescan fingerprinting will be required.



The City of Watsonville encourages workplace diversity and is an equal opportunity employer.

The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.