



# City of Watsonville

## POLICE SERVICE SPECIALIST

**\$3,665.19 - \$4,914.02/Month\***

**Filing Deadline: Wednesday, August 6, 2014 at 5:00 p.m.**

**No Postmarks Accepted**

### Employment Opportunity

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 50 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: July 15<sup>th</sup>, July 19<sup>th</sup>, July 22<sup>nd</sup>, July 30<sup>th</sup>. Please schedule an appointment at [www.theacademy.ca.gov](http://www.theacademy.ca.gov).

*“Opportunity Through  
Diversity; Unity Through  
Cooperation”*

Human Resources  
Department  
275 Main Street, Suite 400  
4th Floor  
Watsonville, CA 95076  
Phone: 831.768.3020  
Job-Line: 831.768.3025  
Fax: 831.761.0736

### **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, 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 Human Resources Department, 275 Main Street, Suite 400, 4<sup>th</sup> 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](http://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**

**\*Per MOU for FY 2013-2015, all employees in the Police Service Specialist classification will be subject to a 10% salary reduction in exchange for working fewer hours per week.** The position benefits include vacation, sick leave, and holiday benefits. The City offers Public Employees Retirement System Benefits. Employees shall pay the full 7% PERS contribution. Depending on the needs of the City, bilingual pay (English/Spanish) may be available upon passing the bilingual exam (\$75/month conversational premium pay, \$250/month written and conversational premium pay).

The candidate selected will be appointed for a 12-month probationary period. Names of successful candidates who do not receive a job offer will be placed on an employment list which normally remains in effect for one year. The Human Resources Department may abolish an Employment List at any time the needs of the City so require. The position is represented by the Operating Engineers Local # 3 bargaining unit.

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.**