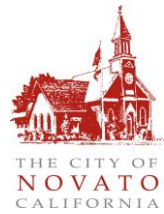


City of Novato is recruiting for a



RECORDS SPECIALIST (.50 FTE) 4-YEAR LIMITED TERM POSITION



THE POSITION

The City of Novato Police Department is seeking a qualified individual to perform a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials relating to law enforcement activities. The Records Specialist receives and responds to incoming calls on business and non-emergency lines for assistance and performs a variety of general support duties in support of Department operations.

FINAL FILING DEADLINE March 3, 2017 at 5:00pm

To apply for this position, please visit
www.governmentjobs.com or
www.novatojobs.org

COMPENSATION AND BENEFITS \$2,107.50 - \$2,562* per month

Placement in the salary range is dependent upon qualifications and experience.

Cost of Living Adjustments scheduled:
7/1/17: 2.5%
7/1/18: 3.0%

Monthly contribution towards benefits up to \$887.50* per month based on benefit enrollment level.

*pro-rated based on .50 FTE

QUALIFICATIONS

Knowledge of:

Law enforcement records management principles; procedures, techniques, and equipment; pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedure; methods and techniques of telephone etiquette; principles and procedures of record keeping; English usage, spelling, grammar, and punctuation. Modern office methods, procedures, and equipment including specialized public safety computer systems and applications.

Ability to:

Perform a variety of specialized clerical duties in support of the Police Department; compile, maintain, process, and prepare a variety of records and reports; perform multiple tasks simultaneously; deal tactfully and courteously with the public seeking information and assistance or filing a report.

MINIMUM QUALIFICATIONS

Experience: Two years of responsible clerical experience maintaining complex records systems, preferably in a law enforcement agency.

Training: Equivalent to completion of the twelfth grade.

License and Certificate: Possession of, or ability to obtain, a POST Records Certification.

NOVATO POLICE DEPARTMENT

The NPD serves our community of over 55,000 residents, along with our visitors and guests, by providing professional and proactive street patrol, investigative services, traffic enforcement, narcotics enforcement, a 911 dispatch center, and emergency services and preparedness. As a full service agency, NPD is divided into the Operations Division and the Administrative Services Division, each led by a Police Captain. There are currently 81.5 staff in the Department, including 60 sworn personnel, and robust intern and volunteer programs.

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT www.novatojobs.org

DUTIES

A sample list of duties may include:

- Type, record, and file a wide variety of police records, reports, and materials including memos, letters, financial reports, complaints, declarations, search warrants, warrants, restraining orders, finger-print cards for involved parties, citations, crime and traffic reports, bad checks, and forgery files.
- Assist Department personnel and the public in person and by phone; perform record checks and disseminate requested forms and reports in accordance with established regulations and government statues; collect payments including fees for reports, premise history's, fingerprinting, vehicle releases, court booking, and warrants; provide general information regarding Department policies, procedures and regulations.
- Assemble, code, record, and summarize a variety of police records data for state mandated Bureau of Criminal Statistics reporting including serious crime offenses, stolen vehicles, crime reports, and booking sheets.
- Process and distribute crime reports, traffic reports, citations, petitions, subpoenas, and other materials and reports to authorized agents, agencies, and appropriate personnel in accordance with current Department policies and pertinent rules, regulations, and laws.
- Receive calls on business and non-emergency lines from the public requesting information or service; research information in response to requests from the general public, law enforcement agencies, and other outside agencies.
- Perform fingerprinting activities for the public; perform Live Scan computerized prints as needed.
- Perform a variety of general and specialized clerical duties as assigned; order office supplies and equipment; maintain, repair, program, and operate office equipment.

EMPLOYEE INFORMATION AND BENEFITS:

Employment Process: Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

Immigration and Reform Act: In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility.

Benefits: The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. For the remainder of 2016, the City contribution is up to \$1,775 per month for the highest benefit enrollment level. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

Leaves: The City offers 13 paid holidays; 80 hours of vacation at the first year of service. Vacation accrual increases at each year of service. 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

The City of Novato is an Equal Opportunity Employer.

The City will make reasonable efforts in the selection process to accommodate persons with disabilities.

Please advise the Human Resources Division of such special needs at the time of application.