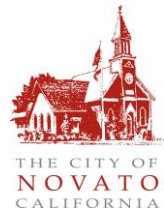


City of Novato is recruiting for a



POLICE OFFICER LATERAL/ACADEMY GRADUATE



THE POSITION

The City is seeking a qualified, highly motivated and customer service focused candidate who has a strong desire to utilize their skills to enhance the Novato Police Department. The incumbent will be an academy graduate or lateral transfer. The individual will possess strong oral and written communication skills. The applicant will have knowledge of police methods and procedures, including but not limited to patrol, crime prevention, traffic control, investigation, records and first aid.

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

**This is a continuous posting.
Applicants will be considered as
they apply. We encourage early
application submittal.**

COMPENSATION AND BENEFITS \$6,125 - \$8,618 per month

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

General Wage Increases scheduled for:

7/1/2017: 2.5%
7/1/2018: 3.0%

**Monthly contribution towards benefits
up to \$1,775 per month based on benefit
enrollment level.**

THE IDEAL CANDIDATE

MINIMUM QUALIFICATIONS

Experience & Education: Equivalent to completion of twelfth grade, preferably supplemented by 30 units of college level coursework. Possession of an appropriate POST certificate within one year of appointment. Candidates must possess a valid California Drivers' License.

Academy Graduate Applicants: Academy graduates are applicants who are currently enrolled in, or have successfully completed within the last three years, a California POST approved Basic Academy. Candidates for this position are typically appointed as a Police Officer at the first step in the salary range.

Lateral Applicants: If you are currently employed as a California Peace Officer with one year of experience, or if you have been employed within the past 12 months with a minimum of one year of experience, and you possess or are eligible to possess a California POST Basic Certificate issued by the Commission on Peace Officer Standards and Training, you qualify as a Lateral candidate. Lateral Police Officers may be appointed up to the fifth step in the salary range, commensurate with experience, education, training, and POST Certificates.

APPLICATION AND SELECTION PROCESS

All applications, resumes and cover letters will be reviewed and those candidates who possess the most relevant qualifications for the position will be invited to continue in the selection process.

The City's actual job offer will be based on the depth and breadth of the candidates' experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative. Successful completion of a medical examination, which includes drug testing, is required subsequent to the offer of hire. A probationary period is the final part of the selection process.

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

D U T I E S

A sample list of duties may include:

As a patrol officer, patrol the City in radio-equipped car or on foot; answer calls for the protection of life and property, and the enforcement of City, county, and state laws; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, death, and other criminal incidents.

Patrol the City and respond to calls related to traffic incidents and other required emergencies; observe, monitor and control routine and unusual traffic conditions; issue traffic citations; assist and advise motorist and enforce traffic safety laws.

When assigned, serve as a police detective; coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gambling, and narcotics violations.

When assigned, serve as crime prevention officer; participate in the development and promotion of crime prevention, activities, such as citizen watch and security survey programs; work with citizens to complement programs; make public presentations; maintain program statistics and reports.

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.

Benefits: The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is 3% @ 55 retirement for Classic Safety employees and 2.7% @ 57 for New Safety CalPERS members. The City provides a specific dollar amount to each employee based on the employee's benefit enrollment level to apply to medical, dental, life and disability insurance. 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; 10 days vacation at the first year of service (graduates to 21 days for 20 years 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.