



*City of Novato* is recruiting for a

## COMMUNITY SERVICES OFFICER



### THE POSITION

The City of Novato Police Department is recruiting for a Community Services Officer to perform technical law enforcement work such as community inspections, parking and code enforcement, information gathering and administrative support work. The ideal candidate will provide excellent customer service to Police Personnel, City staff and to members of the community. This position requires an individual who is detail oriented and able to manage multiple tasks and deadlines while maintaining a calm and pleasant demeanor.

### FINAL FILING DEADLINE DECEMBER 14, 2017 5:00 PM

To apply for this position, please visit [www.governmentjobs.com](http://www.governmentjobs.com) or [www.novatojobs.org](http://www.novatojobs.org)

### COMPENSATION AND BENEFITS \$4,215 - \$5,123 per month

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

3.0% General wage increase scheduled for 7/1/2018.

Monthly contribution towards benefits up to \$1,875 per month based on benefit enrollment level.

### THE SUCCESSFUL CANDIDATE POSSESSES:

#### Knowledge of:

- Pertinent Federal, State and local laws, codes and regulations.
- Methods and techniques of evidence collection and presentations.
- Office methods, procedures, software and equipment.

#### Ability to:

- Understand and interpret parking and traffic regulations.
- Work independently and effectively in the enforcement of parking laws.
- Interact effectively and courteously with the public.
- Learn laws relating to traffic and parking enforcement including California Vehicle and Penal Codes.

### MINIMUM QUALIFICATIONS

Experience: One year of general clerical experience involving public contact or in a police clerical position.

Training: Equivalent to completion of the twelfth grade.

License and Certificate: Possession of, or ability to obtain a valid CA Driver's License.

### NOVATO POLICE DEPARTMENT

At the Novato Police Department, we serve our community of 53,000 residents, along with our visitors and guests, by providing professional and proactive street patrol, investigations, 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 approximately 85 staff in the department including 60 sworn personnel, and a robust volunteer program.

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT [www.novatojobs.org](http://www.novatojobs.org)

## DUTIES

### A sample list of duties may include:

- Perform nonhazardous technical law enforcement work such as community inspections, parking and code enforcement, information gathering and administrative and clerical support work.
- Enforce parking restrictions; mark vehicles parked in time zones and cite vehicles exceeding the time limit.
- Write up citations for illegally parked vehicles; respond to complaints of abandoned vehicles.
- Provide information to violators, the general public, business community and other government agency's regarding codes, laws and ordinances; respond to questions, complaints and inquiries.
- Contact towing agency for abandoned and illegally parked vehicles; inspect vehicle prior to towing and maintain appropriate records.
- Respond to non-injury and nonhazardous accidents; advise involved parties and report as required.
- Respond to citizen requests for assistance and information; sign-off on citations as requested.
- Participate in California identification duties; analyze data; enter, input and retrieve a variety of information using a computer terminal.
- Gather information and prepare routine reports as assigned.
- Prepare and deliver public informational and educational presentations.
- Participate in vehicle maintenance activities; coordinate and schedule vehicles for maintenance and repair.
- Ability to maintain a high volume of computer entries into the AVT (Abandoned Vehicle Tracking System).

## 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.**