

HOW TO APPLY....

Apply online at www.santarosacityjobs.com

Selection Procedures include:

Part I - Applicants considered most qualified based on a screening of applications will be invited to a written test that will measure job-related competencies, such as, understanding oral information, reading comprehension, written communication and report writing, understanding and interpreting tables and charts, and interpersonal relations. The written test will be administered on Thursday, August 24, 2017 in Santa Rosa.

Part II - Candidates successful in Part I testing will be invited to interview with the Police Department. Depending on the number of successful candidates, those candidates with the highest scores may be invited to interview first. The interview will evaluate training, experience and other job related qualifications for the position. Interviews are tentatively scheduled for September 25-26, 2017.

Part III - Candidates passing both Parts I and II will be scheduled for the background screening process, starting with the highest scores. The background investigation is extensive, and may include a police records check, D.M.V. driving record review, personal history statement, and employer reference checks.

All candidates successful in the background investigation will be required to take and pass a psychological evaluation, and must have completed the entire background investigation following the conditional job offer and prior to appointment.



The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats may be made by contacting the Human Resources Department at (707) 543-3060 or TDD (707) 543-3063.

For detailed job and benefits information and to apply online:
www.santarosacityjobs.com

City of Santa Rosa
Human Resources Department
100 Santa Rosa Avenue, Room 1
Santa Rosa, CA 95404
707-543-3060

For questions contact:
Santa Rosa Police Department
Recruiting Office: 707-543-HIRE
www.santarosapd.com



CITY OF SANTA ROSA

*is accepting online applications
for the position of*

POLICE TECHNICIAN



Salary:

\$4,251 - \$5,161 Monthly

**Apply Online
July 24, 2017**

**This recruitment will be open
until midnight August 7, 2017
or until a sufficient number of
applications is received.**

Apply Early!

An Equal Opportunity Employer

WHAT WE'RE LOOKING FOR...

Enthusiastic and responsible applicants for the position of **POLICE TECHNICIAN**.

If you:

- Have a positive outlook and experience in meeting the expectations of the public.
- Can communicate effectively with a wide variety of people and demonstrate sensitivity to cultural differences.
- Can effectively and quickly make critical decisions and exercise good judgment.
- Are able to perform several tasks simultaneously and accurately.
- Are able to understand and independently apply complex information to a variety of circumstances.
- Can adapt to changes in work procedures.
- Can communicate clearly in writing.

... and if your qualifications include:

- Experience in a high public contact work environment, preferably in a law enforcement agency; AND
- Experience in the use of computers and various software programs; AND
- Completion of 12th grade/equivalent.

...and if you are willing and able to:

- Learn several complex computer systems and applications.
- Perform a wide variety of technical tasks within the Records Bureau.
- Work a variety of rotating shifts, which include day, swing and may include graveyard, holidays, weekends, unplanned overtime, and shift holdovers.

WHAT WE'RE OFFERING YOU...

- A competitive salary and generous benefits, including:
 - CalPERS retirement Tier Two 2.5% at 55 formula and Tier Three 2% at 62 formula. The employee's retirement contribution is either 7.75% - 9.5% of base pay on a pre-tax basis depending on PERS Tier formula. (City does not participate in Social Security) www.calpers.ca.gov
 - Medical benefits for employees and dependents available at a cost to the employee of at least 15% of base salary.
 - Dental and vision insurance for employees and their dependents fully paid for by the City.
 - Annual City-paid uniform allowance.
 - 80 hours of vacation accrued per year.
 - 120 hour holiday leave bank in lieu of holidays off; 2 days (16 hours) Floating time off.
 - 8 hours sick leave accrued per month.
 - More specific benefit information is available online.
- Shift differentials paid for swing and night work.
- 2% premium pay for bilingual Spanish speaking skills.
- Paid on-the-job training.
- Support from a dedicated team of skilled professional co-workers.
- The opportunity to provide a vital service to your community.
- The opportunity to work in specialized assignments:
 - Court Liaison
 - Discovery Technician
 - Property & Evidence Storage Technician
 - Tactical Support Team

ABOUT THE DEPARTMENT...

We value the opportunity to work in partnership with our community, and pride ourselves on the relationships we develop and nurture which benefit us both. Our Department welcomes diversity and employs outstanding people of all types.

As an organization, we are flexible and respond quickly to developing issues before they become crises. In our workplace, self-initiated activity, progressive thinking and a willingness to cooperatively solve problems are rewarded.

YOUR CAREER FUTURE...

As a Police Technician, you will:

- Answer non-emergency telephones.
- Interact with the public at the front counter.
- Enter and extract data for a variety of records using several systems and databases.
- Research a variety of data and prepare reports.
- Release a variety of reports to the public and various agencies.
- Accept fees and provide receipts.
- Inspect and approve mechanical vehicle violation citations.
- Verbally diffuse difficult situations and resolve minor disputes.
- Provide essential support to police officers and other team members.
- Offer exemplary customer service to the public and other employees.

Advancement opportunities:

**Community Services Officer,
Police Field and Evidence Technician,
Police Property and Evidence Technician,
and Records Supervisor.**