

EMPLOYMENT



OPPORTUNITY

LEAD POLICE CLERK #1926

INTERNAL PROMOTIONAL ONLY

FINAL FILING DATE: Friday, July 10, 2009 (Opened 6/26/09)

\$4,644 to \$5,425 monthly (includes 8% employee paid retirement contribution)

THE POSITION

The City of Redwood City invites you to apply for the position of **Lead Police Clerk**. This position works under the supervision of the Records Supervisor performing a variety of administrative work and in the absence of the Records Supervisor serves as the administrative leader in the Records Department. This position is a responsible position in which the incumbent is expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions. Typical duties may include the following:

- Takes the lead in overseeing and reviewing the work of the Police Clerks.
- Trains the staff in departmental methods; procedures and use of equipment
- Files police reports, cards and other documents and correspondence alphabetically, numerically, or by any other predetermined classification
- Review and process police reports, associated documents and correspondence.
- Prepare statistical data and other reports
- Prepare Records staff schedules
- Respond to inquiries from the public
- Perform fingerprinting

All employees currently work a 9-80 work schedule; (9 hours 5 days 1st week; 9 hours 4 days 2nd week).

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be detail-oriented and able to manage multiple tasks; have the ability to direct the activities of clerks; will successfully perform work requiring analytical ability and be able to synthesize and summarize information; will be a team player who likes working with a variety of City staff and the public; have a sense of humor; demonstrated ability to work within the information sensitive environment of a police department.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge & abilities would be:

Education:

Education equivalent to the completion of the twelfth grade with additional business training highly desirable.

Experience:

Three years administrative experience in a law enforcement agency.
(Three years with the Redwood City Police Department is preferred)

Knowledge of:

- Practices, policies and procedures of a law enforcement agency
- English usage, spelling, grammar, and punctuation
- Office methods, procedures and equipment
- Use of computer terminal for data entry and retrieval

Ability to:

- Work as an integral part of a team, leading the work of other administrative staff
- Work in a fast-paced environment performing multiple tasks at once
- Interact effectively with employees and customers on all levels
- Foster and maintain good public employee relations
- Ability to maintain complex records and prepare reports from such records.
- Work various shifts as assigned

Additional Requirement:

- A valid California Driver's License and satisfactory driving record is required.

APPLICATION PROCESS

Applications may be obtained in one of the following ways:

1. Apply online at: www.calopps.org/viewagencyjob.cfm?ID=7062
2. Visit our web site @ www.redwoodcity.org to download an application
3. Call our 24-hour Job Hotline at (650) 780-7292
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Department of Human Resources upon submittal of application.

SELECTION PROCESS

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. Those most appropriately qualified candidates will be invited to participate in the testing process, which will consist of an oral board interview. The specifics of the oral board interview will be communicated to those qualifying candidates. The results of the oral board will determine the applicant's standing on the eligibility list. The Police Chief will make the final appointment from the top candidates on the eligibility list

CITY VALUES

We are an exceptional organization and a leader in the Bay Area. The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!

Note: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.