



Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

POLICE AIDE I Open-Competitive

SALARY RANGE: \$32,684 - \$39,728

Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS in lieu of the Social Security system. Excellent benefit package.

RECRUITMENT CLOSES: **5 p.m., Monday, April 9, 2018.**

THE POSITION

Duties: Under supervision, performs a wide variety of routine law enforcement support duties: Responsible for the safety and welfare of incarcerated individuals in a Type-1 jail facility, Police Aides will Livescan arrestees and complete all required booking documents for induction into the jail facility. Police Aides are also required to feed the inmates and conduct hourly cell checks to insure their well-being. At times, may be required to transport inmates to court in a specialized transportation van. Supervise full and part-time jail trustees. Weekly and monthly inspections of the jail. Process inmate property and evidence. The Police Aide also performs other related duties as assigned such as: Non-hazardous report writing involving lost property, thefts, fraud, traffic collision(s) and other crimes. Investigate recreational vehicle and overnight parking applications. Issue parking citations and the storage of vehicles.



Hours: 36 hours per week with a three (3) day workweek and 12-hour shifts. Must be willing and able to work weekends, holidays, and emergency duty.

Promotional Opportunities: Career advancement opportunities may include promotion to the Police Aide II classification. This position offers an introduction to law enforcement work which employees may pursue as future Police Officers, Dispatchers, Records Clerks, or in other criminal justice positions.

MINIMUM QUALIFICATIONS

High school graduation or equivalent, supplemented by specialized clerical courses, and some responsible clerical experience. High school diploma or equivalent, valid driver's license, and must be at least 18 years of age. College level coursework in criminal justice or a related field is highly desirable.

BENEFITS

- Up to \$1,700 monthly toward family medical coverage and dental plan
- 3-day, 36-hour workweek
- Ability to qualify for up to 5% exceptional performance award
- Classic PERS members—CalPERS Formula 2.5% @ 55 (Employee contribution 8% annual salary)
New CalPERS members—CalPERS Pension Reform Formula 2% @ 62 (Employee contribution 6.25% annual salary)
- City-paid life insurance benefit
- 2.4 to 4.6 weeks of vacation per year depending on years of service
- Accrual of 8 hours of sick leave per month
- City-paid long-term disability plan
- \$1,500 tuition reimbursement for job related courses



SELECTION PROCESS

Candidates with qualifications that satisfy the minimum qualifications above may be invited to participate in a competitive examination process that will include the following:

<u>PHASE</u>	<u>WEIGHT</u>
Written examination (if necessary).....	Qualifying
Physical Agility Test	Qualifying
Appraisal Interview	100%
Medical examination	Qualifying (including drug screen)
Background Investigation.....	Qualifying

Appointments are subject to a 12-month probationary period.



APPLICATION PROCESS

A City of La Verne Application must be filed with the City of La Verne Personnel Department. Applications are available at City Hall (3660 D Street, La Verne). Applications are not available online.

FILING DEADLINE: 5 p.m. – Monday, April 9, 2018. Postmarks will not be accepted.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract.

Any provision contained in this bulletin may be modified or revoked without further notice.

PERSONNEL OFFICE (909) 596-8726
Website: www.cityoflaverne.org
Equal Opportunity Employer