



(559) 782-7441

INVITES APPLICATIONS FOR
POLICE OFFICER TRAINEE

SALARY: \$2,760 - \$3,367/mo.

DEFINITION: Under general supervision, performs a variety of non-sworn/civilian duties in support of police operations and activities and functions as an investigator; performs related duties as required.

DISTINGUISHING

CHARACTERISTICS: This is a limited term class. Incumbents of this class are in a trainee status, attend a Police Academy as directed and must be qualified to promotion to the Police Officer level within six (6) months from commencing the Academy Program or be terminated. Successful candidates appointed to the position of Police Officer will be required to sign a three (3) year contract with the City.

Knowledge of public speaking and public contact techniques; data collection and report writing techniques; a variety of office equipment. The ability to learn and apply departmental policies, procedures and regulations; perform civilian patrol duty; write clear, concise and accurate reports; analyze situations and take quick, effective and reasonable action; follow verbal and written directions; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; communicate effectively, both verbally and in writing; make public presentations.

**REPRESENTATIVE
DUTIES:**

Drives through the City and is available to assist motorists or citizens in need of non-safety law enforcement related services; provides visibility in the community; writes citations, as directed, for violations of Vehicle Code and City Ordinance sections; follows up on bicycle citations; authorizes the impound of vehicles for violations. Makes presentations on crime prevention, public safety and similar topics to a variety of neighborhood or civic groups and school audiences; participates in community event and awareness programs; publicizes community services and resources. Takes reports of crimes and accidents from witnesses, victims, and other involved parties; conducts searches for owners of found property; assists with the collection and preservation of evidentiary material at a

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crime scene or in conjunction with follow-up interviews with victims, witnesses or other sources having information; makes referrals to community resources. Interacts with citizens interested in participating in volunteer programs, community efforts to improve their safety, identification programs for children and personal property, learning more about personal safety precautions, becoming a community resource for problem identification within the community. Performs central reception duties; assists in Records Unity and with the public counter traffic, signs off vehicle equipment correction citations; acts as courier in the delivery of materials, supplies and equipment as directed; explains the operations of the department and provides tours of the facility. Books, searches, and photographs prisoners; receives and stores property and evidence; testifies in court matters relating to chain of evidence; takes and processes photographs; may collect and transport evidence specimens from prisoners. Researches files/documents and prepares displays needed by officers or attorneys for court appearances; may prepare reports in support of administrative projects.

**PHYSICAL
DEMANDS:**

Strength, stamina, coordination and balance to walk long distances some of which may be on uneven or slippery surfaces, bend and reach to retrieve objects. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of paper, reference and other materials. Moving from place to place within an office or at crime scenes; some reaching for items above and below desk level. Carry equipment and supplies; vision to see details in low light; manual dexterity to write legibly.

**SELECTION
PROCESS:**

Screening will consist of a competitive assessment of relevant education, training and work experience to be followed by an interview before an Oral Board to determine the most qualified candidates. Those candidates who are determined eligible for appointment to the position will be placed on the City's Certified Eligibility List. Candidates whose training and work experience most closely corresponds with the duties that are expected to be performed will be contacted by the Police Department for further consideration of appointment to the position.

TO APPLY:

Submit a completed City of Porterville Employment Application Form (a resume may be included, but does not substitute for a completed application), to the Human Resources Office, City of Porterville, 291 North Main Street, Porterville, CA 93257.

**FINAL
FILING DATE:**

Continuous.

**SPECIAL
CONDITION:**

Prior to appointment to the position of Police Officer Trainee, candidates must pass a background investigation, physical examination and drug screen.

The City of Porterville is an Equal Opportunity Employer.