



# EMPLOYMENT OPPORTUNITY

## Senior Police Clerk - Full Time

**Salary Range: \$3,299 to \$4,101 per month.** Plus, Public Employee Retirement System (PERS), City-paid Social Security and generous benefit package. Other paid benefits include deferred compensation allowance, 95% payment of medical insurance for employee and dependents, 100% payment of dental, vision and life insurance; and education reimbursement.

Filing Deadline: **Open Until Filled. CITY APPLICATION REQUIRED.** (Do not send a resume alone.)

Apply at: City of Jackson, 33 Broadway, Jackson, CA 95642 or email application to [cinfo@ci.jackson.ca.us](mailto:cinfo@ci.jackson.ca.us) EOE

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### The Position

The City of Jackson Police Department values dedication, integrity, professionalism, and community partnership. The department is dedicated to investing in its sworn and professional employees, thus creating a culture of continuous improvement in their practices, policies and technology used. As a key member of the department, the Senior Police Clerk performs a wide variety of clerical and typist duties in a highly confidential setting. The incumbent receives calls, complaints and requests for police services and relays necessary information to the responding officers, answering all routine telephone calls and making proper disposition of requests received. They prepare reports for case submission to allied law enforcement agencies and public records requests. They maintain state law enforcement telecommunications records, perform live scan services, collect fees, process information for the National Incident Based Reporting System (NIBRS) to the Department of Justice (DOJ) and oversee maintenance of all police records. The incumbent may be required to work shifts, weekends and/or holidays.

### Job Responsibilities

Recommends and assists in the implementation of goals and objectives. Implements policies and procedures. Recommends improvements and modifications. Prepares various reports on operations and activities. Prepares and completes statistical reports to D.O.J. Ensures confidentiality of information is maintained according to applicable laws, rules, regulations, and administrative orders. Seals and purges adult and juvenile records in compliance with court orders and State statutes. Compiles and prepares crime statistics reports. Conducts periodic quality control of document input and ensure procedures are followed. Answers questions and provides information to the public, visitors, outside agencies, and staff. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service. Performs police records specialist duties as needed. May be assigned special projects such as writing procedural directives, conducting training including NCIC/CLETS, orientation for new police officers and sergeants and other specialized subjects.

### Education and Experience

Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical qualifying background would include:

Education: Completion of the twelfth grade or equivalent.

Licenses/Certificates/Special Requirements: Possession of, or ability to obtain by time of appointment, a valid California driver's license may be required. Must successfully pass a detailed background investigation.

## **The Ideal Candidate**

The selected candidate will possess advanced level knowledge of procedures and protocols used in police records policies. In addition, the selected candidate will thrive in a team environment that encourages cooperation and communication. The successful candidate will possess strong written and oral communication abilities and the ability to demonstrate proficiency in interpreting and explaining department policies and procedures. The ideal candidate will demonstrate the following knowledge, skills, and abilities:

**Knowledge of** principles of supervision, training, and performance evaluations. Applicable laws, rules, and regulations relating to law enforcement records; law enforcement codes and terminology; law enforcement database applications; criminal justice system terminology and proceedings; English usage, spelling, grammar, and punctuation; modern office management practices and methods; computer equipment, and computer software applicable to assignment.

**Ability to** organize and coordinate data input and retrieval of law enforcement data; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and staff; review documents related to department operations; recognize and correct input errors; maintain the confidentiality of information as prescribed by law; on a continuous basis, sit at desk for long periods of time; intermittently twist and reach office equipment; write and/or use keyboard to communicate through written means; operate a variety of office equipment such as a calculator, computer and related software applicable to assignment; know and understand all aspects of the job; analyze work papers, reports and special projects; observe, identify and problem solve operational and technical policy and procedures; work independently and effectively with others in a team environment; exercise initiative; multi-task; type at a speed necessary for successful job performance; lift or carry light to moderately heavy items; develop and recommend policies and procedures related to assigned operations; process upsetting or offensive information; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing. Incumbents must possess the physical and mental capacity to work under the conditions described in this document and to perform the duties required by their assigned position.

### **City of Jackson — Preserving our Past, Enriching our Present, Building our Future**

The City of Jackson is located in the heart of California's historic Mother Lode, 45 miles east of Sacramento and Stockton. Jackson began as a gold mining camp in 1848 and today is the hub of commerce and the seat of government in Amador County. Jackson blends the ambiance of a gold rush-era downtown district and Victorian era neighborhoods with modern subdivisions and shopping centers. Nestled in the Sierra Nevada foothills, church spires and oak tree covered hillsides lend to the community's rural charm. At the same time, the City also boasts a state-of-the-art hospital, a wide variety of ancillary medical services, and several excellent long-term care facilities that cater to the needs of a segment of a thriving senior community.

Numerous local restaurants offer fine ethnic dining, and the Shenandoah Valley is just a short drive from Jackson for lovers of premium wines. Jackson enjoys a diversified economy supported by agribusiness, government, and tourism. Commercial activities include three major grocery chain stores, great lodging facilities, and a variety of professional personal service providers. Jackson is also home to the only movie theater complex in Amador County and hosts a number of well attended seasonal events and festivities that are famous throughout the Mother Lode, the Sacramento Valley, and Northern California.

Jackson is a full-service General Law city, with a residential population of 4,650 and daytime and weekend populations of 12-15,000. Jackson operates under the City Council/Manager form of government. The City Manager reports to a five-member City Council from which the Mayor is appointed annually. A full-time staff of 30 provides quality and customer friendly police, fire, public works, community development, parks, water/sewer utility and recreation services. Independent contractors provide planning, engineering, and legal support.

***The City of Jackson does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. An equal opportunity employer.***