



# CITY OF INGLEWOOD



## Human Resources Department

Announces a Career Opportunity for a:

### CUSTODY OFFICER

HOURLY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
SALARY	\$15.04	\$15.81	\$16.62	\$17.47	\$18.36	\$19.29	\$20.28	\$21.31

*The City is currently participating in a Work Furlough Program. The Work Furlough Program reduces employees work week from 40 hours to 36 hours per week. Incumbents in this job classification work a 3/12 schedule to include weekends and holidays as assigned.*

#### ESSENTIAL JOB DUTIES:

- Receives, processes, and monitors prisoners; fingerprints inmates for identification purposes and removes and tags prisoners' personal property;
- Generate reports indicating arrest charge, personal property, court date and description of prisoner;
- Prepares court documents for public records;
- Provides meals for inmates, accounts for prisoners and maintains security of jail;
- Searches prisoners for illegal substances or items; recommends supplies for jail;
- Escorts prisoners to housing
- May perform other related duties as needed.

#### MINIMUM QUALIFICATIONS

A high school diploma or equivalent AND one (1) year of experience in law enforcement, crowd control or a related field. Must possess at the time of application and maintain a valid California Driver's License. Must be 21 years or older to apply for this position. Work is performed in indoor environment and requires frequent standing, walking, bending, and lifting up to 50 pounds. Incumbents may be exposed to potential physical harm from dangerous suspects or criminals, infectious diseases and life threatening situations.

The ideal candidate must be knowledgeable of record and file management; possess the ability to take verbal abuse and maintain a calm professional composure in stressful situations; be able to effectively communicate orally and in writing; be able to complete and maintain accurate records and exercise good judgment; and **type 25 net words per minute**. Ability to speak English and a second language (Spanish) is highly desirable.

**THE SELECTION PROCESS** begins with a complete evaluation of all applications submitted; resumes are accepted but not in lieu of an official City application. Only those applicants meeting the minimum qualifications and determined to be "most qualified," as reflected in their application materials, will be invited to participate in Selection Process for this recruitment.

The Selection Process for this position will consist of the following test parts: A Multiple Choice Written Exam; and Qualifications Appraisal Interview. Candidates who are successful on each test part shall have their names placed on an active eligibility list for this position. A comprehensive character reference check and work background review will be conducted in addition to a complete medical examination prior to appointment. All applicants applying for positions assigned to the police department will undergo a complete background investigation to include credit, polygraph, psychological and medical examination prior to an official appointment to the position.

**TO APPLY:** Interested parties must complete an official City application; resumes are accepted but not in lieu of the official city application. **Applications will be accepted by the Human Resources Department for TWO DAYS ONLY! January 22 & 23, 2013 @ 5:00 p.m.** Applicants must submit a copy of degree and/or professional certification requirements with application materials as required. This recruitment is to establish an eligibility list to fill full time and part-time vacancies for a period of one year.

**VETERANS CREDIT:** Honorably discharged veterans of the United States Armed Forces who receive a passing score on an open competitive exam shall receive five (5) additional points added to their final score. To claim preference points, qualifying applicants must submit their DD-214 with their applications materials.

OPEN: January 8, 2013

REC NO. 2013-01

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