



CITY OF INGLEWOOD



Human Resources Department

Announces a Career Opportunity

POLICE RECORDS TECHNICIAN

SALARY: \$2,292 to \$3,247 per month plus excellent benefits

The City is currently participating in a Work Furlough Program that reduces the employee's work week from 40 to 36 hours per week.

LAST DAY TO APPLY: Applications will be accepted by the Personnel Department until a sufficient number of qualified applicants have applied but no later than **Thursday, August 29, 2013 @ 5:00 P.M.** Please submit application materials as soon as possible.

THE POSITION OF POLICE RECORDS TECHNICIAN under general supervision performs a variety of complex clerical duties to include: preparing court packages; processing, inputting, and filing police documentation materials such as complaints, court orders, declarations, citations, and crime and traffic reports. Incumbents will also assemble, code, record and summarize police records data including serious criminal offenses, stolen vehicles, crime reports, and booking sheets. Assist staff and the public by performing warrant checks, collecting fees, processing sex and narcotic registrant's documents, mailing requested reports to outside agencies; and entering, modifying and retrieving data such as stolen and recovered property, driver's license and vehicle registration information and warrants on wanted persons. Incumbents will be required to work any shift within a 24-hour/7 day period.

TO COMPETE IN THIS SELECTION PROCESS YOU MUST complete an official City application using blue or black ink; be a high school graduate (or equivalent) and have one year of increasingly responsible clerical experience, preferably working with the general public. Applicants must possess the ability to handle confidential material in a discreet and professional manner; perform record searches quickly and accurately; be familiar with general office practices and procedures; be knowledgeable of proper English usage to include spelling, grammar and punctuation; type 25-30 words per minute; and have the ability to effectively communicate both verbally and in writing.
Bilingual skills highly desirable.

THE SELECTION PROCESS begins with a complete review of all applications submitted; **resumes are accepted but not in lieu of an official City application.** A limited number of applicants who are determined to be "MOST QUALIFIED", as reflected by their application materials, will be invited to participate in the qualifying only performance keyboard exam. Successful candidates who achieve a typing speed of **25-30 words per minute with less than five errors** will be invited to participate in the Written Test and a Personnel Interview; each weighted 50% of final score.

Candidates must earn a minimum score of 70% on each test part to continue in the examination process. Candidates who are successful on all test parts will have their names placed on a ranked eligibility list.

Veterans' Preference: Honorably discharged veterans of the United States Armed Forces who receive a passing score on an open competitive examination are entitled to have five (5) points added to their final score. To claim preference points, qualifying applicants must submit a copy of their DD 214 by the final closing date.

NOTE: In Accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986 must verify identity and entitlement to work in the United States by providing required documentation.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

OPENS: August 1, 2013