INFORMATION

Human Resources Department

Announces a Career Opportunity For A

COMMUNITY SERVICES OFFICER
Jails/Custody

SALARY: $3,344.99 - $4,738.52 per month

TO APPLY: Interested parties must complete an official City applications. All applications for positions within the Police Department must complete a Conviction Supplement with job application materials submission.

POSITION: Under close supervision, responsible for the intake, safety and processing of the detained individuals within Inglewood Police Department. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties to include:

- Receiving, tagging, processing and monitoring prisoners;
- Removing and returning prisoner property upon arrival and departure to and from jail;
- Creating record forms indicating arrest charge, personal property, court date and description of prisoner;
- Fingerprinting inmate for identification purposes;
- Preparing court documents for public records;
- Preparing and serving meals to inmates;
- Accounting for inmates, maintaining security of jail and safety of prisoners while confined to Inglewood jails;
- Searches prisoners for illegal substances or unsafe, unauthorized items;
- Escorts prisoners to housing locations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing law enforcement, record and file management, safety precautionary techniques and conflict resolution methods;
- Skilled in exercising good judgment in normal and stressful situations, following and providing oral and written instructions, and in establishing and maintaining professional relationships;
- Ability to effectively communicate verbally and in writing, remain calm and professional in challenging and/or stressful situations, speak English and a second language (Spanish) is highly desirable, maintain confidentiality, and work as a team and independently with limited supervision. Must be able to type 25 wpm (net)
- Proficient in operating a personal computer to include MS Office and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work may require frequent standing, walking and bending, and ability to lift, carry, push and/or pull a grown adult; stoop, twist, squat/kneel, crawl, run, grasp, repeatedly bend and move wrists, use both hands, legs and feet, speak, hear and understand radio communications. Incumbents may be exposed to potential physical harm from dangerous suspects or criminals, infectious diseases and life threatening situations.

QUALIFICATIONS: A high school diploma or equivalent, AND one (1) year experience in law enforcement, security or related field. Must be able to pass the S.T.C. Jailer Core Course for certification purposes during the probationary period and possess at the time of application and maintain a valid California Driver’s License. Other Department of Corrections certifications may be required to obtain during the course of employment.

THE EXAMINATION PROCESS begins with review of all applications submitted. Applicants deemed as most qualified as determined by their application materials will be invited to participate in the examination process for this recruitment.

Depending on the number of qualified applications received, the examination may consist of one or more test parts such as a Multiple Choice Written Test, Skills Assessment, and/or Qualifications Appraisal Interview with a panel of subject matter experts. Candidates must pass each test part with a minimal score of seventy percent (70%) on each test part to continue in the selection process. Successful candidates in ranking order shall be invited to a Background Investigation Interview conducted by the Police Department.

The Background Investigation Interview is a comprehensive police investigation that may include a credit review, polygraph, character reference check, a psychological and/or medical examination. The Chief of Police shall make official hiring appointments. The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at any time with or without further notice.
Applications will be accepted Monday – Thursday from 7:30 a.m. to 5:00 p.m. and every other Friday from 7:30 a.m. to 5:00 p.m. for all open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form, but may be attached to the City’s form.

Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such.

Applications are subject to review for legibility and eligibility. Only applicants who application materials clearly meets the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

CONVICTIONS for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

VETERANS POINTS may be awarded for entry level examinations. To qualify, applicants must submit form #DD214 with application materials.

TYPES OF RECRUITING EXAMS

“OPEN COMPETITIVE” examination is a competitive examination open to all interested and qualified applicants.

“PROMOTIONAL ONLY” examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

“INTERNAL” (Simplified Selection Process) For positions involving unskilled labor, domestic, attendant, or custodial work, or for which a period of City employment is determined to satisfy a specific testing process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

ELIGIBILITY LISTS

An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process. Names shall be arranged in ranking order based on final scores. Test takers must pass each test part with a minimum score of seventy percent (70%) or PASS-FAIL to have their name placed on the eligibility list for the job classification.

Pursuant to Inglewood’s Civil Service Rules and Regulations Rule IV Section (d) New names may be added to an eligible list from time to time dependent upon obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the top three rankings on the eligibility list who are ready, willing, and able to accept a position. The manager of the hiring department shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected names will be returned to the eligibility list for future consideration with other departments within the City.

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining. All newly hired employees serve a probationary period of one-year, and can be released from service with or without cause during the probationary period.

To check on current recruitments please visit our website at: http://www.cityofinglewood.org

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EMPLOYEE BENEFITS

Benefits include 108 hours annually of sick leave, 10 vacation days, thirteen (13) holidays, CalPERS Retirement 2% @ 62 for new members and 2.5%@55 classic members, dental, medical, life insurance coverage, plus optional employee-paid programs. Other benefits are available based on bargaining group. A probationary period of one year must be completed before permanent status is achieved.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

All employees are expected to demonstrate good citizenship, honesty, loyalty, ethical behavior, sobriety, and possess the professional ability to follow supervision and suggestions of management for improvement of service, and willingness to cooperate with other employees and the public they serve.

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.

The City operates on a 9/80 work schedule and is closed every other Friday. Civilian employees in the Police Department work an 4 days 10 hours per day work schedule.

#InglewoodRising