



CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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#T2267 POLICE CLERK
***SALARY: \$2181 to \$2626, Monthly**

APPLY: **FIRST DATE:** December 21, 2001

LAST DATE: Open

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification specified above. **Please apply promptly.** Although the last date to apply is currently "OPEN", the application filing period may be closed with five days notice.

NOTE: Current vacancies require **ROTATING SHIFT WORK**, for which a **5% pay differential will be paid**. Shift positions work a **4/10 plan (four days per week/ten hours per day)**, including weekends and holidays, and hours may vary. Shifts rotate every four to six months between day, evening and night shifts.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

AGE: Minimum age for applicants is 18 years, except for high school graduates for which the minimum age is 17 years.

TEST FOR CLERICAL ABILITIES (TCA): You must have achieved a passing score on any City of San Diego Test for Clerical Abilities (TCA). A copy of your TCA Notice of Qualifications/Test Results indicating a passing score must be submitted with your application. Individuals who have not yet achieved a passing score on the TCA will be rejected. **The TCA requirement may be waived for individuals who are serving or have served in a properly classified City of San Diego clerical position.** Information on the TCA is available from the City of San Diego Employment Information Center.

EXPERIENCE/EDUCATION: You may qualify by meeting **one** of the following:

1. One year of full-time clerical experience, which may include typing, filing, providing information to the public, and general bookkeeping as typical duties. **SIX MONTHS OF THIS EXPERIENCE MUST HAVE BEEN IN A POSITION WHERE THE PRIMARY JOB RESPONSIBILITIES WERE CLERICAL IN NATURE** and must include a wide range of qualifying clerical duties. - **OR-**
2. Successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training in clerical or office procedures. (**Submit a copy of your diploma or certificate indicating the total number of program hours completed.**) - **OR-**
3. An Associate of Science Degree in Business Office Technology or a closely related field. (**Submit a copy of your degree with the application.**)

TYPING SKILLS: An **ORIGINAL** (no photocopies) typing certificate indicating the ability to type at a corrected speed of 30 WPM words per minute on a typewriter or computer keyboard must be submitted with your application. **Photocopies will NOT be accepted.** **If you wish to have your original typing certificate returned, you must submit a self-addressed stamped business envelope with your application.** After your application is processed, your typing certificate will be returned to you. The certificate must be issued under International Typing Contest Rules and specify the net and gross speed, the number of errors, and that the test was five minutes or longer. Certificates specifying more than five errors will not be accepted. **Individuals who are serving or have served in City of San Diego job classifications which meet or exceed the minimum typing requirements need not submit a typing certificate.**

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program for employment and vigorously supports diversity in the workplace. Applicants with disabilities who require special testing arrangements may call (619) 236-6358. This information is available in alternative formats for persons with disabilities can call (619) 236-6467 or for TT (619) 236-6776.

Typing tests are given at, but you are not limited to, the following locations:

(Call individual centers for further information.)

Centre City / Skills Center:	(619) 388-4600	Mid-City Center:	(619) 388-4500
Cesar Chavez Center:	(619) 230-2895	North City Center:	(858) 627-2545
Educational Cultural Complex:	(619) 388-4881	The West City Center:	(619) 221-6973

BACKGROUND INVESTIGATION: Prior to hire, selected candidates who have not previously done so will undergo a comprehensive character and background investigation by the Police Department, including a polygraph (lie detector) examination and fingerprint check. False statements made in any step of the application, testing and selection processes may be grounds for disqualification/immediate dismissal.

DUTIES: Perform specialized, difficult, and complex clerical work in the centralized Police Department Records Section. Tasks include researching and providing criminal history and wanted persons information to law enforcement officers and other authorized personnel; requesting and receiving State and Federal law enforcement information via teletype; fingerprinting and registering individuals; selling crime and traffic accident reports to the public; and performing other duties as assigned. **NOTE: Police Clerk is the entry level position within the City's police clerical job series. With satisfactory completion of the City's Police Records Clerk Phase Training Program and a minimum of six months satisfactory service, Police Clerks may be considered for career advancement to Police Records Clerk, \$2899, a month, maximum.**

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

***THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants meeting the requirements specified above will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER