

Community Services Officer



RECRUITMENT CLOSES:

When 100 applications are submitted OR

January 20, 2012



A **Community Services Officer** is responsible for performing a wide variety of para-professional law enforcement duties, which frees the time available to sworn personnel.

Incumbents are responsible for assisting citizens by answering non-emergency calls for service, and the nature of the duties require rotating shift, weekend and holiday work. Prepares non-emergency reports involving burglaries, thefts, non-injury accidents, robberies, and other crimes; interviews witnesses and victims; collects and preserves evidence and property; photographs crime scenes; collects latent fingerprints; registers drug/sex offenders; responds to radio and phone dispatches of non-emergency calls. Investigates incidents and prepares reports, including non-injury traffic accidents; directs traffic as required; enforces parking regulations; tows vehicles; signs off on mechanical citations; ensures adherence to safe work methods, procedures and practices.

EDUCATION AND EXPERIENCE: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Community Services Officer. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent and be 18 years of age by the time of appointment. College level course work in criminal justice or a related field is desirable. A Possession of, or ability to obtain, a valid Class C California drivers license.

The City of Covina

Located 25 miles east of Los Angeles, Covina was incorporated as a General Law City in 1901. Covina is home to just under 50,000 people within its 6.8 square miles. Covina is a well balanced community with a successful blend of residential, retail, service and light manufacturing uses. In addition to Covina's very high quality kindergarten through twelfth grade public school systems, you will find several nearby public and private four-year colleges including Cal Poly Pomona and the Claremont Colleges. City Hall is situated near our downtown Metrolink station, which is located along the San Bernardino to Los Angeles line. Downtown boasts a vibrant mix of uses including shopping, housing, entertainment, well known restaurants and coffee establishments and medical facilities.

Salary: \$3,142 - \$3,820/month

All applicants will be reviewed for relevant education, experience and other job related qualifications. Those candidates possessing the most desirable and suitable qualifications will be invited to appear for a written examination. Those candidates successful in the written examination will be invited to appear for a Qualifications Appraisal Panel to establish an eligibility list. The top three candidates will be invited to interview with the appointing authority for final consideration. A background investigation and medical examination including a drugscreening will be performed prior to final hiring. Failure during any phase of the selection process constitutes failure of the entire process. A felony conviction will automatically disqualify an applicant from further consideration.

To apply, download an application at www.covinaca.gov, then submit it to the Covina Human Resources Office at 125 East College Street, Covina, by FAX at (626) 384—5590 or by email at gmarquez@covinaca.gov. Please call (626) 384 - 5552 with any questions.