



# Employment Opportunity

## **POLICE SERVICE OFFICER** **Lateral-Currently Working in Emergency Dispatch** **\$3,589 - \$4,361 per month** **OPEN UNTIL FILLED**

***Lateral Hiring Incentive of \$7,500 and 96 Hours of Sick Leave Offered for Lateral Dispatchers with a minimum of two years experience.***

**\*\* \$7,500 Hiring Incentive paid in 3 installments-Contact Personnel for Details.\*\***

### **Representative Duties:**

Positions in this class perform a variety of law enforcement and police support duties that do not require performance by a sworn peace officer in a variety of areas including: dispatch, support services, records, data entry, property and evidence, public education, planning and neighborhood services, animal control, patrol, youth services, investigations, and parking enforcement. ***Incumbents are expected to work shifts and rotate through a variety of assignments and may be required to work weekends and holidays.***

### **The ideal candidate for the position will:**

Be able to fulfill all the duties of a Police Service Officer, however, at time of recruitment, an emphasis is placed on the ability to operate in the Police Communications Center utilizing various equipment such as telephone, radio, computer and CLETS terminal and related telecommunications and office equipment; serves as receptionist at public contact points within the police facility; provides information to the public; answers questions and inquiries; prepares reports concerning crimes, accidents, lost and found property, and other circumstances; assists police officers with functions not requiring sworn peace officer status.

### **Minimum requirements:**

- Education equivalent to the completion of the twelfth grade.
- Possession of a valid California driver's license and a good driving record.
- Two years of work experience involving public contact.
- Type at a corrected rate of 40 wpm.

**NOTE:** An extensive background investigation, including a polygraph and psychological testing, will be conducted prior to hiring.

### **Application Procedure:**

Interested persons shall apply by obtaining an application form at the City of Clovis Personnel Office, City of Clovis, 1033 5th Street, Clovis, CA 93612-1398 or at [www.cityofclovis.com](http://www.cityofclovis.com) information please call 559-324-2725. Brief resumes are welcome as a supplement to the City's standard application form; however, the application form must be filled out completely to be considered. **Applications will be accepted on a continuous basis until position(s) filled.**

### **Selection Procedure:**

Selection shall be made from those applicants who submit a complete application, a typing certificate (40 wpm and completed within 6 months), meet the position requirements, and receive a passing score on an initial selection screening which will include a pass/fail written examination. Applicants who pass the initial screening and receive a passing score on the written examination, which will be weighted at 100% of the final eligibility score will be placed on an eligibility list for a period of up to one year. *Veterans Preference Points may be provided if a DD214, demonstrating qualifying service, is attached to the employment application. Reasonable accommodation, when needed, for otherwise qualified candidates with disabilities, must be requested in writing at the time of application.*

***Lateral applicants are applicants who are currently working as an Emergency Dispatcher with at least one year of experience and have a Dispatcher POST Certificate.*** Lateral applicants will not be required to submit a typing certificate or take the written examination. Lateral applicants will be required to submit a complete application, a copy of the Dispatcher POST certificate, meet the position requirements, and receive a passing score on an initial selection screening which will include a pass/fail oral examination. Applicants who pass the initial screening and receive a passing score on the oral examination, which will be weighted at 100% of the final eligibility score will be placed on an eligibility list for a period of up to one year.

### **Supplemental Benefits**

The City of Clovis offers a wide range of benefits to permanent, full-time employees in addition to salary. The estimated value of these benefits is approximately 30% of salary. Included are: paid vacation - 15 work days after one year, increases on 8<sup>th</sup> (18 days), 15<sup>th</sup> (20 days) and 20<sup>th</sup> (24 days) anniversaries; 11.5 paid holidays per year; paid sick leave of one day per month with a cash sick leave incentive plan which compensates employees for up to 50% of the unused annual sick leave each year and pays off 25% of the remaining balance at retirement; 2.7% @55 retirement program through the Public Employees' Retirement System; 3% City-matching Deferred Compensation Plan available; low cost medical, prescription drug, dental and optical insurance plan; City paid group life insurance \$25,000; additional group rate life insurance (up to \$500,000) is available at employee expense by payroll deduction; membership in State Center Credit Union available; reimbursement for tuition, fees and books for job-related coursework after one year of full-time, regular employment; the City of Clovis does not participate in Social Security.

### **The City**

The City of Clovis is a rapidly expanding community dedicated to promoting planned growth while retaining its unique western atmosphere. Located in the northeast section of the Fresno-Clovis metropolitan area, Clovis is situated in the midst of the agriculturally rich San Joaquin Valley. The Fresno Air Terminal, located just south of Clovis, provides unlimited travel opportunities. Cultural and educational opportunities are also available locally, with the California State University, Fresno campus located ten minutes from Clovis. Yosemite National Park, several beautiful lakes, and Sierra Summit Ski Resort are also within a one-hour drive from Clovis. The City's population is 92,269 and has grown to encompass a 23.03-square mile area.

The City's western heritage is reflected in the architectural scheme of the Civic Center governmental offices and "Old Town" Clovis. Local businesses and several shopping centers are also designed to enhance the open and friendly atmosphere long associated with the ranching and agricultural life style of the area.

***This job flyer does not constitute a contract; its terms and conditions can change without notice.***  
**THE CITY OF CLOVIS IS AN EQUAL OPPORTUNITY EMPLOYER**