



# CAREER OPPORTUNITY

CITY OF LA HABRA, CALIFORNIA  
HUMAN RESOURCES DEPARTMENT \* P.O. BOX 337 \* 90631  
110 E. LA HABRA BLVD. \* LA HABRA, CA \* (562) 383-4000

## CIVIC CENTER

**POLICE SERVICE AIDE (Part-time)**  
\$11.00/hr. - \$11.50/hr.

The City of La Habra is recruiting to fill the position of Police Service Aide and to establish an eligibility list for future openings. This list will be in effect for a period of one year.

### **DEFINITION:**

Under general supervision, to perform a variety of non-sworn duties, ranging from routine to more difficult, for the Police Department. Police Service Aides may be assigned to work in any division or bureau of the Police Department performing clerical functions, field work, errands, and interacting with the public. This position is used for an apprenticeship type program to familiarize Police Service Aides with the various law enforcement occupations. Although an applicant is not expected to have prior experience, they are expected to have an interest in a career in local law enforcement.

### **ESSENTIAL DUTIES** (Duties may include, but are not limited to, the following):

- Performs clerical duties including maintaining records, answering telephones, data processing, and record retrieval.
- Uses a computer to process information and prepare a variety of reports.
- Assists in the records division performing clerical tasks or taking calls.
- Assists the public at the front counter and over the telephone.
- Answers requests and inquiries from the public and City departments.
- Performs fieldwork, errands, traffic control, and crossing guard duties.
- Prepares and submits completed reports on all cases assigned, conforming to department standards.
- Assists with storage inventory and control of departmental supplies.
- Provides information and directions to the public.
- Assists officers and department personnel in fingerprinting, booking, and radio communications.
- Conducts department tours.
- Assists Investigation Bureau, Traffic Bureau, Court Services, and Property Bureau with miscellaneous tasks and duties.
- Participates in formalized training courses and programs as assigned.

Equal Opportunity Employer – women and minorities encouraged to apply

- Lifts and carries equipment and other items and performs strenuous activities.
- Drives a vehicle on City business and assists with vehicle transportation.
- Performs related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Basic Police Department functions.

**Ability to:**

- Learn, understand, and apply laws, ordinances, department policies and procedures.
- Understand and carry out oral and written instructions.
- Read and write English using proper spelling and grammar.
- Communicate effectively both orally and in writing.
- Work well in the disciplined atmosphere of the Police Department and maintain high ethical standards.
- Work cooperatively and courteously with all segments of the public.
- Operate a computer.
- Type at a speed of 35 wpm.
- Learn procedures and follow directions.
- Work independently.
- Learn standard broadcasting procedures of a police radio system.
- Establish and maintain effective working relationships with co-worker and the public.
- Provide excellent customer service skills.

**EXPERIENCE AND EDUCATION:**

Any combination of experience and education that provides the qualifying knowledge, skills, and abilities. Prefer six months of experience working with the public. The ability to speak Spanish, Korean, Vietnamese, Chinese or Sign language is also preferred.

Must be currently enrolled in at least six semester units of study at an accredited college or university and maintain a minimum of six units per semester in an accredited college or university. All college/university course must have been, and continue to be, accomplished with an overall grade point average of 2.0 or better.

**LICENSE AND OTHER REQUIREMENTS:**

Must possess a valid and appropriate California Class C driver’s license and acceptable driving record at time of appointment and throughout employment in this class series.

Must have reached the age of 18 at time of appointment.

**SPECIAL REQUIREMENT:**

Police Service Aides must be able to work a flexible schedule including nights, holidays, and weekends to accommodate department needs.

**PHYSICAL TASKS AND WORKING CONDITIONS:**

Work is performed indoors in a front counter or office environment and may occasionally be performed outdoors with full exposure to the elements. Police Service Aides may participate in training exercises which require them to successfully complete physical tests/tasks which

include physical agility tests similar to POST's standards for a police officer. Police Service Aides must be able to meet the physical requirements of the position and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

**APPLICATION PROCEDURE:** Applications are available on the City's website at [www.lahabraca.gov](http://www.lahabraca.gov) or in the Human Resources Department. Completed applications will be accepted **CONTINUOUSLY** until position is filled. Applications will be screened and those applicants deemed best qualified will be invited to participate in a written exam and/or an oral interview. The final candidate must be able to successfully pass a Police Department pre-employment screening process and successfully complete a background including medical exam, drug screening, employment history verification, DMV check, fingerprinted and

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

***This bulletin is not a contract, neither expressed nor implied.  
Any provision herein may be modified or revoked.***

REVISED 4/2017