Part-Time Employment Opportunity
VEHICLE ABATEMENT OFFICER

Position is Open Until Filled:
$14.677 - $17.840/hr.
Up to 20 hours per week

DEFINITION
Under general supervision, investigates, monitors, and enforces vehicle abatement code and ordinance violations; assists with general administrative and support functions as necessary; performs all other related duties as assigned.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Patrols the City to locate abandoned vehicles, and responds to citizen reports of abandoned vehicles in violation of the Arcata Municipal Code and the California Vehicle Code.
- Processes and abates abandoned vehicles as outlined in the California Vehicle Code, Arcata Municipal Code and police department policy, including issuing parking citations, conducting private property vehicle abatements, establishing and maintaining protocols for large vehicle (RV, bus) abatement, ensuring vehicle owners and/or lien holders are provided with up to date information; annually reviewing all applicable abandoned vehicle fees to ensure financial integrity; and coordinating with other City departments for abandoned vehicle issues.
- Creates, maintains, and provides detailed reports, forms and data pertaining to abandoned vehicle activity, including creating computer aided dispatch (CAD) reports, tracking abandoned vehicle cases through the City's Records Management System; providing statistical data, and maintaining all required documents and forms as required by the State of California.
- Establishes and maintains a fair and efficient rotational towing protocol and procedure; establishes and maintains working relationships with towing agencies, vehicle dismantling agencies and other vehicle recyclers, including providing all necessary documentation.
- Creates and maintains guidelines and information for private property owners for reporting and legally abating vehicles.
- Appears and testifies in court.
- May assist in investigation and evidence activities including: locating collecting and processing physical evidence; packaging and logging in incoming evidence and property for storage; maintaining security of physical evidence, evidence chain of custody, and evidence records; releasing and destroying evidence and found property; serving subpoenas; directing traffic.
- Assisting staff with caseloads; assisting dispatchers with data entry.
- Transporting patrol vehicles, radios, and other equipment for maintenance to appropriate destination.
- Responding to requests for assistance involving animal control problems; conducting animal bite investigations and completing incident reports; issuing citations or warning owners of animals in violation of the Arcata Municipal Code; transporting animals to the animal shelter.
- Performs other related duties as assigned.

REQUIREMENTS
Knowledge of: Applicable California Vehicle Code, and State and local codes and ordinances regulating public nuisances, zoning, health and safety as they relate to vehicle abatement; methods, techniques, and

legal requirements of investigation and enforcement of codes and regulations; modern office equipment, including computer applications related to assigned duties such as word processing, spreadsheet, and database applications; principles and practices of record keeping; appropriate safety precautions and procedures; and geographic features and locations within the area served.

Ability to: Read, understand, interpret, and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues; inspect and identify violations of applicable codes and ordinances; enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency; respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner; communicate clearly and effectively orally and in writing; investigate complaints and mediate resolutions in a timely and tactful manner; prepare accurate and detailed documentation of investigation findings; operate a computer, necessary software applications, and other applicable standard office equipment; maintain complete and accurate logs, records, and files; research, compile, and collect data; read and interpret legal documents and descriptions; establish and maintain effective and cooperative working relationships with those contacted in the course of work.

- **Possess a valid California Driver License.**
- **Wear a department issued uniform.**
- **Be willing to work a flexible schedule, including nights, weekends, and holidays.**

PHYSICAL REQUIREMENTS

Work is generally performed in both a general office and field environment. Must be able to perform the physical aspects of the job, including sitting and standing for periods of time; operate standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; stooping, bending, kneeling, crouching, reaching and twisting; lifting, pushing, pulling; lifting or carrying up to 50 pounds; traversing rough/uneven terrain; operating a motor vehicle; interact with a diverse range of people; working outside in all weather conditions.

DESIREABLE TRAINING AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school with specialized training or coursework in criminal justice, police science, planning, land use or a related field; and at least one (1) year of work experience involving dealing with the public in an enforcement, inspection, investigation, or high demand customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

APPLICATION/SELECTION PROCESS:

Application materials are also available from and must be turned in to:

Arcata Police Department
736 F Street
Arcata, CA 95521, (707) 822-2428

EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATON:
The City of Arcata is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans With Disabilities Act reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Personnel Department (707-825-2114) prior to the testing date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.
- All potential City employees must complete a required pre-employment physical examination, receive DOJ fingerprint clearance, and have a satisfactory driving record (if required to drive for city business).

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