Part-Time Employment Opportunity

POLICE SERVICE OFFICER – ABANDONED VEHICLE ABATEMENT

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

DEFINITION

Under general supervision, provides a variety of non-sworn police support services including coordinating crime prevention activities, conducting investigations of crimes that are not in-progress, assisting in collecting and processing evidence, investigating and enforcing abandoned vehicle abatement code and ordinance violations; and assisting with general administrative and support functions.

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

When performing abandoned vehicle abatement activities:

- 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.

When performing other general administrative and support functions:

- Assists staff with caseloads; assists dispatchers with data entry.
- Responds to questions and comments from the public and news media in a courteous and timely manner.
- Fingerprints applicants.
- Transports patrol vehicles, radios, and other equipment for maintenance to appropriate destination.
- Mediates civil disputes.

- Responds to requests for assistance involving animal control problems; conducts animal bite investigations and complete incident reports; issues citations or warn owners of animals in violation of the Arcata Municipal Code; transports animals to the animal shelter.
- Performs other related duties as assigned.

REQUIREMENTS

Knowledge of: Applicable California Penal, Vehicle, Health and Safety, and Welfare and Institution Codes; the criminal justice process and law enforcement policies; laws regarding confidential information; applicable criminal and civil laws, including the ability to explain the difference to the general public; crime scene investigations and investigative procedures for non-hazardous service calls; crime prevention strategies, techniques and equipment as it applies to persons and possessions; services provided by other law enforcement and social service agencies.

Ability to: Use and extrapolate information from various legal handbooks and documents; gather and preserve evidence according to established guidelines; work well with a wide variety of age groups, from preschool to senior citizens, and ability to tactfully handle individuals from a variety of socioeconomic backgrounds; operate radio communication equipment; work independently with minimal supervision; communicate effectively with others, both orally and in writing, using both technical and non-technical language; understand and follow oral and/or written policies, procedures, and instructions; prepare and present accurate and reliable reports containing findings and recommendations; operate a personal computer using standard and customized software applications appropriate to assigned tasks; create programs for schools and various groups of citizens and ability to organize and conduct meetings; design and make photo-ready various brochures and pamphlets for programs and meetings; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; drive various types of vehicles.

OTHER REQUIREMENTS

- Possess a valid California Driver License.
- Must be willing to handle dangerous substances, including materials stained with blood or other human body fluids.
- Must be available to work nights, weekends and holidays as required.
- Must be willing and available to respond to emergency call outs.
- Must be able to remain calm in emergency situations.
- Must be willing to comply with neat, clean grooming standards to present a professional appearance.

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, which may sometimes include emergency or stressful situations; working outside in all weather conditions; working around and coming in contact with dust, pollen, hazardous materials, and strong odors.

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 an Associate's Degree in Criminal Justice or a closely-related field OR graduation from POST-Approved Basic Academy or POST-approved Reserve Academy. At least one (1) year in a legal or law enforcement related field.

APPLICATION/SELECTION PROCESS:

Application materials are 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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