

PRESERVING A SAFE COMMUNITY

Do You Have...

- Problem Solving Skills
- Communication Skills
- Interpersonal Skills
- Interest & Motivation in Helping Others
- A Sense of Community Involvement

Salary

\$35,466 – \$43,109 annually

Benefits

HEALTH

Medical, dental, vision and life insurance coverage

VACATION

Paid holidays, vacation and sick leave

RETIREMENT

The city is a member of the Public Employees Retirement System (PERS).



Ukiah Police Department's mission is to provide the highest possible level of service to our community, ensure the safety of those who live and visit here, protect the lives and property entrusted to our care, defend the constitutional rights of all people, and help create and preserve a safe, secure environment.

Information is available at:

Ukiah Police Department
300 Seminary Avenue
Ukiah, CA 95482

Office: (707) 463-6245
Fax: (707) 462-6068
police@cityofukiah.com

www.ukiahpolice.com

Serve
Your
Community



BECOMING A POLICE RECORDS CLERK



SAFETY • PROFESSIONALISM • COMMUNITY SERVICE

PROTECT THE COMMUNITY



POLICE RECORDS CLERK

The City

Ukiah is a diverse and thriving community with approximately 16,000 residents within the city limits. Daily, the City of Ukiah serves approximately 40,000 people who reside in the greater Ukiah Valley. Our small city is located in a beautiful valley near Lake Mendocino and the Russian River. The residents enjoy the year round beauty, wonderful climate and convenient access to the San Francisco Bay Area, Napa Valley and other surrounding areas. As a small city, we value our strong sense of community, diverse population and a high quality of life. Ukiah is undeniably a great place to live, work and raise a family.

The Department

The Ukiah Police Department is a force of sworn and civilian personnel, who are committed to preserving a safe community. Assignments include: Patrol, Community Policing, Traffic, Detectives, School Resource Officer and Major Crimes Task Force.

The Position

Police Records Clerk perform specialized police records preparation and maintenance. This position also answers non-emergency calls, enters crime data into the computer system and performs Police Department payroll activities. Other duties include assisting citizens in filing reports, collecting bail or monies for various reports, assigning new court dates, providing general information and preparing arrest packages for the District Attorney's Office.

Qualifications

- High school diploma or equivalent
- Office and telephone procedures and practices
- Customer relations and service skills
- Typing skills
- Good written and verbal skills, good English grammar and diction
- Bilingual (English/Spanish) abilities are highly desirable and will be given preference
- Computer experience desirable

The Selection Process

THE STRUCTURED INTERVIEW PANEL

The interview board is composed of three members. You will be given a general list of questions from the panel, then allowed time to make notes and think over your responses. During the actual interview, you will be asked questions and to provide information about yourself and your background.

BACKGROUND INVESTIGATION

Prior to the background interview, you will be required to complete a Personal History Form, which requires extensive biographical information. On the day of the background interview, you will meet with a background investigator who will review your Personal History Forms and interview you about any issues noted.

COMPUTERIZED VOICE STRESS ANALYSIS

A Computerized Voice Stress Analysis test is conducted to confirm information obtained during your initial background process.

PSYCHOLOGICAL EVALUATION & MEDICAL EXAM

Ensures the candidate will be able to perform the essential functions of the job, with or without reasonable accommodation.



Protect and serve your community.

Consider a career with the Ukiah Police Department.

www.ukiahpolice.com