CITY OF MERCED

Employment Opportunity for

POLICE OFFICER – LATERAL/P.O.S.T. CERTIFIED

Preference May Be Given To Officers Laid Off By Any Jurisdiction As A Result Of State, Local, Or Bureau Of Indian Affairs Budget Cuts

SALARY: $4,716.55 - $6,326.01/Month
FINAL FILING DATE: Open until Filled ***(May close at any time without notice)***

Immediate and future vacancies will be filled from the employment eligibility list for a period of one year from the date of certification. Copies of all certifications, transcripts, or licenses required for this position must be attached at the time of application submittal. Incomplete applications will be disqualified.

THE POSITION

Police Officers perform law enforcement duties in the protection of life and property through the enforcement of laws and ordinances; and perform related work as required. Work normally consists of routine police tasks performed according to department rules and regulations. Incumbents receive general and special instructions and must be able to act without direct supervision.

Typical tasks of a Police Officer consist of patrolling a specified area by vehicle or on foot; arresting law violators and criminal suspects; issuing citations for traffic law violations; and presenting evidence in court; responding to fires, accidents, or other unusual occurrences, when assigned, and keeping bystanders out of danger; watching for wanted or missing persons and lost children; visiting scenes of crimes, searching for and apprehending violators; interviewing suspects, prisoners, complainants and witnesses to obtain information about crimes; investigating cases involving juveniles; performing crime prevention work in the investigation of offenses against or by juveniles; participating in investigations and raids as directed by a superior officer; preparing written reports of activities and investigations; and, being assigned related police duties as needed.

Police Officers must also have knowledge of the English language and the ability to speak and write clearly and correctly; some knowledge of the geographic area of the City; some knowledge of the social problems of the community including racial, religious, and ethnic group relations; ability to learn laws of arrest and pertinent local and state laws and ordinances; ability to remember names, faces, numbers, incidents, and places to judge situations and persons accurately; ability to develop skills in the use and care of firearms; ability to learn standard broadcast procedures of a police radio system; ability to operate police vehicles and related equipment; ability to prepare clear, concise, and comprehensive written reports; ability to understand and carry out oral and written instructions; ability to deal courteously but effectively with the general public; physical ability to perform activities such as restraining and subduing individuals, lifting, carrying and/or dragging heavy objects or persons, climbing over obstacles such as walls, and running and jumping over obstacles under adverse conditions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move more than 160 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, vision 20/70 in each eye, corrected to 20/30 acceptable.

THE REQUIREMENTS

These are entrance requirements to the competitive examination and do not assure a position on the eligible list. Each candidate's performance is judged in comparison with the other candidates. Candidates for the position will be required to meet stringent medical and physical standards. **TO QUALIFY AN APPLICANT MUST:**

1. Possess a high school diploma or GED certificate; an Associates Degree (with major course work in police science or a related field) is highly desirable.
2. Be at least 21 years of age.
3. Possess a valid California driver's license.
4. Be a citizen of the United States of America.
5. Vision: 20/70 in each eye corrected to 20/30.
6. Successful completion of an approved State of California Basic Peace Officer Standards and Training (POST) Basic Academy prior to appointment; **A COPY OF A VALID P.O.S.T. CERTIFICATE OR CERTIFICATION OF GRADUATION FROM THE P.O.S.T. ACADEMY IS REQUIRED WITH APPLICATION OR PROOF OF ENROLLMENT IN A P.O.S.T. ACADEMY WITH A GRADUATION DATE.** ***(MUST SUCCESSFULLY COMPLETE ACADEMY PRIOR TO APPOINTMENT)***

HOURS OF WORK: This position works on a rotating shift basis and will require working nights, weekends and some holidays. The Department Head, with the approval of the City Manager, shall have the discretion to modify work schedules to meet the needs of the City.

Additional Information

The City reserves the right to change or add to any of the above licensing requirements, job duties, or other employment requirements anytime throughout a candidate's employment when required by law, regulation or business necessity.

SMOKING AND TOBACCO PRODUCT USE

The City of Merced declares a hiring policy that disqualifies habitual users of tobacco projects from eligibility for employment. Employees hired for positions after January 1, 2006 shall not be permitted to habitually use any tobacco products. Failure to follow this policy will lead to disciplinary action, up to and including dismissal.

THE EXAMINATION

Application Review-Qualifying Only: Those applications which meet the minimum qualifications will be submitted to an Application Screening Panel to select a number of the most qualified candidates to continue

in the exam process. The panel's selection will be based upon those applications demonstrating the greatest breadth and depth of application training, experience, and education for the position.

TESTING DATES AND TIMES ARE TO BE DETERMINED.

WRITTEN EXAM – Pass/Fail : A job-related written examination will be administered to all candidates meeting minimum qualifications. Candidates scoring in the higher percentile will be invited to the oral interview. **WRITTEN EXAMINATION DATE: TO BE DETERMINED**

ORAL INTERVIEW - 100%: The oral board may evaluate such dimensions as decision making, performance under pressure, flexibility, oral communication skills, and problem analysis. The oral board is conducted to evaluate a candidate's training and experience for the position and will decide which candidate(s) are qualified, based on the oral interview. Candidates must score in the higher percentile bracket to qualify for the employment list. Placement on the employment list will be determined by the candidate's final score. Final selection and appointment will be made by the Department Head and City Manager from the top three candidates on the employment list. **ORAL INTERVIEW DATE: TO BE DETERMINED**

PRE-EMPLOYMENT PROCEDURES

All appointments are contingent upon the successful completion of all parts of a pre-employment check consisting of a comprehensive medical examination, drug screen, background and fingerprint check, polygraph, psychological, and driving record check. Results of the pre-employment check or false statements of material facts may be cause for disqualification, elimination from the employment list or discharge from employment. Employment eligibility verification is required by the Immigration Reform and Control Act of 1986. If you are a U.S. citizen, this may be done with a Social Security card and a valid driver's license. You must have these items or other acceptable documents before you can be hired. All new City employees, at time of appointment, are required to sign up for automatic deposit of their payroll check. The City has a Veteran's Preference System that is available in all open competitive examinations. Please contact the Personnel Office at (209) 385-6822 or e-mail hoytm@cityofmerced.org if you have any questions. For Hearing Impaired call TDD (209) 385-6816.

EXAM I.D. #6460-2-4/30/13

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR 8.54(b), the City does not discriminate in admission or access to or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen L. Proctor, Director of Support Services is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 385-6839 or at the TTY telephone number indicated above.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER/A.D.A.

****INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE****