



# CITY OF LOS ALAMITOS

## EMPLOYMENT OPPORTUNITY

### POLICE AIDE - RECORDS / PARKING CONTROL PART-TIME

#### FILING INFORMATION:

**OPEN UNTIL FILLED:** Applicants must submit a completed City of Los Alamitos employment application and resume for the first application screening by Thursday, September 25, 2019. Please call (562) 431-3538 for additional information, or visit [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) for an employment application. Please submit all applications and resumes to: [HResources@cityoflosalamitos.org](mailto:HResources@cityoflosalamitos.org)

**SALARY RANGE:** \$15.30 to \$18.60 per hour (15 to 25 hours per week)

#### POSITION:

Under direction of a Police Division Commander, performs limited law enforcement and crime prevention related work. Assists law enforcement officers as directed and performs a variety of other department support functions.

#### ESSENTIAL JOB FUNCTIONS:

Under the direction of a Police Division Commander, the Police Aide is required to perform the following essential job functions:

- Assist law enforcement officers as directed
- Perform a variety of department support functions including: parking enforcement, record keeping and clerical tasks
- Comprehend written and verbal information
- Analyze situations selecting a quick, effective and reasonable course of action
- Work assigned shifts including weekends and holidays
- Other duties as assigned

#### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn, understand and interpret laws, ordinances, departmental policies and procedures
- Ability to maintain effective relationships with the public
- Ability to work in the disciplined atmosphere of the Police Department while maintaining effective working relationships with peers and supervisors

#### DESIRABLE EXPERIENCE AND TRAINING:

- Graduation from high school or equivalent by passing the GED
- 18 years of age or older

#### SPECIAL JOB-RELATED REQUIREMENTS:

- Valid California Driver's License and a satisfactory driving record

#### SELECTION PROCEDURE:

- All applications will be reviewed by a City Screening Committee. Those candidates with the most relevant qualifications will be invited to participate in an oral interview to evaluate training, experience, and personal qualifications

Please submit all applications and resumes to [HResources@cityoflosalamitos.org](mailto:HResources@cityoflosalamitos.org)

*The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in employment or the Provision of Service.*