

**VERNON SERVICE OFFICER
NON CIVIL SERVICE
SALARY: \$2,686-\$3,907 PER MONTH (8 STEPS)
PLUS AN EXCELLENT BENEFITS PACKAGE WHICH INCLUDES
CITY PAID 7% EMPLOYEE CONTRIBUTION TO PERS
FINAL FILING DATE: OPEN UNTIL FILLED**

DEFINITION:

Under general direction, a Vernon Service Officer (VSO) performs field patrol activities, communications center duties, routine jail facility duties and community services; and performs related tasks as assigned.

EXAMPLES OF DUTIES:

A VSO performs various duties associated with the maintenance and operation of the jail facility, including the care and observation of persons held in custody at the Vernon City Jail. These duties include completing various forms relating to the jail and its occupants, fingerprinting, photographing periodic observation of the Prisoners, meal preparation, and appropriate prisoner release procedures. Performs field duties as assigned by the supervisor. Those duties may include: directing traffic, enforcing parking violations through the issuance of citations and completing the reports necessary for the storage and impounding of vehicles. The VSO station duties include: releasing vehicles from storage, completing counter and other station reports and operating in the Communications Center. In the Communications Center the VSO is responsible for generating arrest packages and other computer requests through the teletype system, changing recorder tapes, dispatching and receiving radio transmission on both the Fire and Police Dispatch consoles, and answering the telephones including the 911, emergency, business, and in-house lines. The VSO may be assigned to assist the Detective Bureau. The duties are to: review and distribute teletypes, filing and maintaining Detective Division Cases, assisting in non-priority cases as assigned by the Detective Bureau Division Commander.

MINIMUM QUALIFICATIONS

Age: Must be 18 years of age at time of appointment.

Education: Must be a high school graduate or possess a general education certificate (GED).

Weight: In proportion to height.

License Requirements:

Must possess a valid California Motor Vehicle Operator's License. Class "C". Must be a U.S. citizen or permanent resident alien who is eligible for and has applied for U.S. citizenship.

Certificates:

Possession of or the ability to obtain a certificate of completion for the Corrections Officer Core Course.

ABILITIES:

Communicate clearly and concisely, both orally and in writing. Investigate and prepare basic police reports on a variety of subjects as assigned. Establish and maintain effective relationships with the public at large. Understand and apply policies and procedures. Respond to emergency and problem situations in an effective manner.

Selection Process:

A written examination (qualifying only) will be administered to evaluate all portions of the above described knowledge and abilities. A physical agility examination (pass/fail) will be administered to evaluate the applicant's physical condition. An oral examination will be administered to evaluate personal qualifications, background and suitability. Must pass a thorough background investigation. A VSO may be promoted to Police Officer.

Applications are available at and must be submitted to:

**CITY OF VERNON
PERSONNEL
4305 SANTA FE AVE.
VERNON, CA 90058
(323) 583-8811 Ext. 323
Job Hotline (323) 826-1412
Monday through Thursday, 7:00 A.M. to 5:30 P.M.**

EMPLOYMENT INFORMATION

<u>APPLICATIONS:</u>	Applications must be filled out completely and must clearly show that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. Resumes/facsimiles are not accepted in lieu of an official City application.
<u>MEDICAL STANDARDS:</u>	A job related medical examination, drug screen, and psychological evaluation at City expense and performed by a City designated physician will be required.
<u>WORK SCHEDULE:</u>	3/12 Plan: Three (3) twelve and one-half (12 ½) hour days per week; one (1)- ten (10) hour payback per 28 day pay cycle
<u>VACATION:</u>	120 hours per year after 1 year, 160 hours after 10 years
<u>SICK TIME:</u>	Sick time is accrued at 3.08 hours per pay date for a max of 80 hours per year
<u>HOLIDAYS:</u>	40 hours In-Lieu holidays per calendar year
<u>INSURANCE:</u>	Medical, Dental, Vision and Life Insurance coverage is available to employees and dependents. The City pays all premiums except dependent vision care (available at a minimal fee). City contributes \$35.00 per month towards auto insurance with proof of insurance coverage.
<u>BILINGUAL PAY</u>	\$125.00 a month to employees who successfully pass the bilingual proficiency examination for Spanish.
<u>RETIREMENT:</u>	Public Employees Retirement System (<i>PERS</i>). City pays employee contribution.
<u>CREDIT UNION:</u>	Employee credit union is available.
<u>DEFERRED COMPENSATION:</u>	457 plan available
<u>TUITION REIMBURSEMENT:</u>	Available to those employees who satisfactorily complete job related college courses (\$2,200 per fiscal year) after successful completion of probationary period.
<u>LONGEVITY:</u>	On completion of 5 uninterrupted years of service full-time employees will receive an additional 5% longevity increase.

EMPLOYMENT CONDITIONS

No employee shall knowingly or intentionally engage in or permit any employee of the City of Vernon to engage in, the smoking of tobacco products in an enclosed space operated by the City of Vernon. Employees who desire to smoke must do so during rest and lunch breaks away from the premises.

The City of Vernon does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

The information herein does not constitute either an express or implied contract and these provisions are subject to change.

All employment positions in the City of Vernon are **Non-Civil** service.

All appointments are made by the City Council. Persons employed by the City of Vernon serve at the will and pleasure of the City Council, do not have any property or vested right to their position and may be terminated at any time without cause or recourse.

The City has a nepotism policy, which may preclude employment of certain family members of current employees of the City.

All new employees serve a minimum one year evaluation period.