



City of Ripon POLICE DEPARTMENT

259 N. Wilma Ave. • Ripon, CA 95366

Business (209) 599-2102
Animal Services (209) 599-3067
Fax (209) 599-4034
TRAK (209) 599-5583
E-MAIL: rpdmail@cityofripon.org

Richard A. Bull, Chief of Police

POSITION ANNOUNCEMENT

COMMUNITY SERVICES OFFICER

Salary range: \$37,988 – \$46,175 Annually

THE POSITION: Under the general supervision of the Communications/Community Services Supervisor, performs a wide variety of non-sworn functions in connection with law enforcement. Duties include assisting in traffic control, writing parking citations, some clerical duties, collecting data and completing reports, and coordinating and implementing crime prevention programs. A major function of this position consists of Animal Control duties, includes maintenance of facility and animals and euthanasia.

QUALIFICATIONS:

Requires completion of H. S. or equivalent, supplemented by training in law enforcement. Some college is desirable. Some clerical or civilian law enforcement experience including public contact. Knowledge of basic law enforcement principles, procedures and terminology is required. Ability to learn and apply laws, codes and regulations, accurately maintain records and files, develop programs and prepare reports. Ability to perform clerical duties involving accuracy and independent judgment is essential. Understand and carry out oral and written directions with minimum supervision. Deal tactfully and courteously with the public. Establish and maintain cooperative working relationships. Applicants considered for employment must pass a physical exam by the City. Possession of a valid CA driver's license is required. Must live within a 25-mile radius of the Ripon Police Department.

BENEFITS: Health, dental, vision & life - the City provides medical, dental, vision, disability and life insurance benefits to all full time employees and their dependents. Retirement - the City participates in both Social Security and a "Money Purchase Pension Plan" @ (15% city contribution). Vacation - 10 days vacation at 1 year of service, 15 days at 5 years, 20 days at 15 years. Holidays - 13 paid holidays per year (includes birthday and 3 floating days). Sick leave - 8 hours of sick leave are earned per month with unlimited accumulation and 50% retirement for unused sick leave.

SELECTION PROCEDURE: Applications are screened for completeness and minimum qualifications. Once screened those candidates will participate in an oral and/or written test. An eligibility list will be established by ranking candidates according to their overall scores. The list will remain in effect for one year unless sooner exhausted, terminated or extended by the City.

APPLICATION PROCEDURE: A City of Ripon Employment Application Form and Resume are required. Submit to City of Ripon Police Department, 259 N. Wilma Avenue, Ripon, CA 95366. For information call (209) 599-2102. To request an application - send a self-addressed and stamped envelope.

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

(Rev 08/06)