

EMPLOYMENT OPPORTUNITY



CITY OF CALISTOGA, CA

Police Officer

(Lateral & Academy Graduate)

Salary Range: \$73,104 - \$88,848 Annually

First Review of Applications
Open Until Filled

The City of Calistoga has full-time employment opportunities for Police Officers. This position performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression. Police Officers prepare cases and provide courtroom testimony, provide information and assistance to the public and perform special assignments in areas such as patrol, traffic, investigations and gang enforcement. This position patrols an assigned area in a car, on a bicycle, or on foot to observe and report suspicious activities or hazardous conditions for the prevention and detection of crime; arrests law violators in accordance with applicable statutory and case laws. This position also answers routine and emergency calls for protection of life and property and the enforcement of City, County, State and Federal laws, codes and ordinances. This position will assist in the response and management of emergency or planned events, including natural disasters, fires, parades and crowd control.

BENEFITS:

- Membership in the Public Employees Retirement System (as defined by PEPR)
- PERS – Employee pays employee contribution
- Member of Social Security with Employee paying employee portion
- 80 hours Vacation Leave per year, increasing after year 3
- 96 hours Sick Leave per year
- 12 paid holidays
- Medical/Dental Plans (Employee pays 10% of premiums)
- Education incentive for P.O.S.T. Certificates from 2.5% to 5% of base salary
- Bilingual differential 5% of base salary upon successful completion of testing
- Graveyard differential pay at 4% of base salary

Qualified Candidates will possess the following:

Education:

- Equivalent to the completion of the 12th grade.
- Equivalent to an Associate's Degree with coursework in law enforcement, criminal justice, or a related field.
- Candidate must have completed the P.O.S.T. Basic Academy.

Experience:

- Not required, some experience preferred.

Licenses or Certificates:

- Possession of a valid California Driver's License.
- Possession of a California P.O.S.T. Certified Basic Law Enforcement Academy Certificate.

Ability to:

- Observe and document accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Interpret, apply and explain complex laws, codes, regulations, and ordinances.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Monitor changes in laws and court decisions and apply them in work situations.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Speak, read and write in Spanish is desirable.

HOW TO APPLY: *Our online application portal and fillable forms work best when the City of Calistoga website is accessed via Google.*

OPTION 1. To Apply Online: <http://www.ci.calistoga.ca.us/Home/Components/JobPosts/Job/10/735>

OPTION 2. Complete Application: <http://www.ci.calistoga.ca.us/home/showdocument?id=29344>

Mail cover letter, resume and completed application to:

Personnel Department
City of Calistoga
1232 Washington Street
Calistoga, CA 94515

Please contact Human Resources with any questions at 707-942-2803 or hr@ci.calistoga.ca.us

SELECTION:

Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. An eligibility list will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

NOTE TO APPLICANTS:

You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Calistoga is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 942-2803 so your request may be reviewed prior to the occurrence of testing.