



THE CITY OF ROCKLIN ANNOUNCES AN
OPENING FOR:

POLICE RECORDS CLERK

\$50,759 - \$69,973 annually

Pride, Professionalism, and Teamwork

Come to work for the beautiful City of Rocklin. Work for a progressive Police Department in a safe community with great schools and affordable housing. Enjoy hiking, boating, camping, skiing, and much more, just minutes from Rocklin.

[APPLY HERE](#)

APPLICATION DEADLINE:

Tuesday, December 24, 2019

by 5:00 p.m.



ABOUT THE POSITION

The City of Rocklin is looking for a Police Records Clerk to perform routine and specialized clerical duties in the maintenance and filing of police records and to perform general clerical and receptionist duties as assigned.

THE DEPARTMENT

The Rocklin Police Department has 91 full-time employees. The Department fields a number of units and specialties including: uniformed patrol, traffic enforcement, investigations, canines, School Resource Officers, Crime Prevention, citizen volunteers, SWAT, Dispatch, Records, Evidence, and Animal Control. The Department embraces a philosophy of community oriented policing. The City enjoys a low crime rate, and all efforts are focused toward maintaining a safe, family environment throughout the community. The Department is housed in a **40,000 square foot state-of-the-art facility**.



COMMUNITY

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by *Money Magazine*, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast-growing private, 4-year university.

Due to Rocklin's low crime rates and top-notch public safety professionals, Rocklin is one of the top 20 safest cities in California. Rocklin also has a flourishing park system, with a park located within a half mile of nearly every resident in the City. Public and private development is creating an environment that supports vibrant entertainment, commercial activity, and residential options. Business attractions in the City feature large retailers like Bass Pro Shops, farm-to-fork restaurants including the Chef's Table, and award winning breweries such as Moksa Brewing Co.

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range in the West. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000. Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began. The City was incorporated in 1863 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin, and in 1912, nearly 2,000 train carloads of granite were sent out of town to become part of the state capitol building and buildings in San Francisco.

TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.

BENEFITS

■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference. Employees who retire by 12/31/2020 are guaranteed the City's \$1,200 per month contribution for retiree health.

■ Dental and Vision

City-paid for employee and dependents

■ Leave Accruals

- Sick Leave: 56 hours for the first year, and 72 hours after one year
- PTO: 234 hours for first year; progresses up to 298 hours per year based on years of service
- Special holiday pay

■ Education Incentive Pay

Ranges from \$65-\$275 per month based on level of education and/or certificate.

■ Uniform Allowance

\$30 paid in each biweekly pay period.

■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans). PEPRA employees receive \$200 per month (no match).

■ Insurance

Life Insurance and AD&D: City paid \$50,000

[Click Here to view
Benefits Summary](#)

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

- Process and maintain a variety of police records and files; maintain alphabetical, index, and cross reference files.
- Issue, receive, type and process various applications, permits and other forms; process warrants, permits, citations; collect and process fees and charges.
- Perform a wide variety of routine clerical work including preparation and maintenance of department calendars, forms, records and manuals; log subpoenas and maintain court calendar; collect, post and distribute department mail; schedule appointments as assigned.
- Answer multi-line telephone system taking messages, providing information, or routing call to appropriate party.
- Act as a receptionist; wait on the general public, giving information on department and answering routine questions.
- Type, proofread and process a variety of documents including general correspondence, memos, legal documents, police reports, and other materials from rough draft, transcription machine or verbal instruction.
- Operate standard office equipment including word processing equipment, 10-key calculator; postage, copy, recording and dictating machines; teletype system; computer remote terminals.
- Perform related duties as assigned, which may include, but not be limited to, the handling of narcotics or miscellaneous other items dropped off by citizens at the front counter.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to the completion of the twelfth (12th) grade.
- Two (2) years of general clerical experience.
- Public safety work experience is desirable.

License Requirement

A valid State of California POST Basic Records Training certificate is required within 12 months of appointment.

APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a hard copy [employment application](#) to the Human Resources Department. The applicant has the responsibility to explain his/her qualifications fully and clearly. Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the City's selection process.

SUPPLEMENTAL QUESTIONNAIRE

1. Please describe your general clerical experience that qualifies you for this position.
2. Do you have a POST Basic Records training certificate? If yes, please attach a copy of your certificate.

SELECTION PROCESS

The City's selection process includes an oral panel interview and a thorough background investigation. Offers of employment are subject to the successful completion of a pre-employment substance abuse screening, and a live scan screening. *Applicants who do not successfully complete any portion of the selection process may not reapply for six months.*

City of Rocklin – Human Resources Dept.

2nd Floor City Hall
3970 Rocklin Road
Rocklin, CA 95677

Telephone: (916) 625-5050 Fax: (916) 625-5099 Job line: (916) 625-5060

The [Full Job Description](#) is available on the City's website www.rocklin.ca.us

APPLY HERE

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The City of Rocklin is an equal opportunity employer.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Dept. upon submittal of the application. Medical disability verification may be required prior to accommodation.