



**CITY OF BAKERSFIELD**  
Department of Human Resources  
1600 Truxtun Avenue, Bakersfield, CA 93301  
(661) 326-3774 / <http://www.bakersfieldcity.us>  
**INVITES APPLICATIONS FOR THE POSITION OF:**  
**POLICE SERVICE TECHNICIAN (OPEN) #01160**  
*An Equal Opportunity Employer*

**SALARY:** \$3,256.23 - \$3,959.27/Month

**ISSUE DATE:** 2/1/19

**FILING DEADLINE:** 02/15/19 at 1:00 PM Pacific Time

**THE POSITION:** Under general supervision as an unarmed, non-sworn employee, performs work of average difficulty involving specific phases of police work on an assigned shift and performs other work as required.

**REPRESENTATIVE DUTIES:** The following typical tasks and responsibilities are representative of this class. They are descriptive, not limiting. **Essential Duties:** Assists sworn personnel in follow-up investigations of assigned cases, both in-house and in the field; Enforces parking laws, ordinances, and regulations and issues citations; Directs traffic at accident, crime, and fire scenes and special events; Conducts certain types of criminal and traffic investigations; Prepares and completes a variety of investigative and incident reports; Receives crime reports from the public by telephone or in person and completes all required reports; Assists the laboratory technicians and animal control officers as needed; Receives and responds to citizen inquiries over the telephone and at the public counter and gives general assistance or directions as appropriate; Assists in maintenance of division records; Establishes and maintains cooperative working relationships with those contacted in the course of work; Testifies in court as required; Provides information to the public in accordance with applicable laws and departmental policies and procedures; Performs all other duties as assigned

**HOW TO APPLY:** A **COMPLETED** City application **and** State of California DMV driver history printout (dated no older than two months of the filing deadline) must be received by the Human Resources Office, 1600 Truxtun Avenue, Bakersfield, CA 93301 by the filing deadline. There will be no substitutions for the official or unofficial Department of Motor Vehicles (DMV) printout. On-line printouts are acceptable as long as they are obtained from the official Department of Motor Vehicle website.

**MINIMUM QUALIFICATIONS:**

- Graduation from high school or G.E.D.
- Must be at least 18 years of age
- Must successfully pass a background investigation
- Possession of a valid California Class "C" driver's license with a minimum of two years driving experience
- Possession of a valid California Standard First Aid Card, **prior to field assignment**

**OTHER MINIMUM QUALIFICATIONS:** **Knowledge of:** Local geography including location of streets, highways, public buildings and public facilities; Modern office practices, procedures and equipment including computers and related software; Basic police operations. **Ability to:** Read, understand and follow oral and written instructions; React quickly and calmly in emergencies; Obtain and verify information through telephone contacts and personal interviews; Conduct investigations and write reports; Provide conflict resolution; Read, understand and explain applicable laws, regulations and ordinances; Work independently with little supervision, analyze situations and exercise sound judgment; Operate a variety of office equipment including computers and computer software to prepare clear, concise and comprehensive reports and other correspondence; Testify in court; Establish and maintain effective working relationships and professionalism with those contacted during the performance of assigned duties. **Physical Conditions or Special Working Conditions:** Must possess sufficient strength and stamina to lift and remove objects weighing up to 100 pounds; Must be able to work outdoors in all weather conditions and with exposure to unpleasant and potentially hazardous conditions; May be required to work any shift in a 24-hour period including nights, weekends and holidays, and routinely be on standby for emergency calls.

**EXAMINATIONS:**

**Written Exam (Pass/Fail) March 5, 2019 (Tentative):** Questions may be related to reading comprehension, public relations, vocabulary, spelling, name and number matching and reasoning ability. **Note:** The pass point may be set to include those applicants with the top 40 written examination scores who achieve a minimum score of 70%.

**Physical Agility Exam (Pass/Fail) March 14, 2019 (Tentative):** The physical agility exam is designed to measure the job-related physical characteristics of strength, agility and stamina required of a Police Service Technician. Applicants eligible to participate in the physical agility examination will be required to successfully complete this examination which consists of three (3) separate exercises outlined below:

1. Must successfully complete a 349 yard run (time limit: 2 minutes and 45 seconds).
2. Must successfully drag a 165 pound dummy a distance of 20 feet (time limit: 2 minutes).
3. Must successfully push a standard vehicle 30 feet (time limit: 1 minute).

**Oral Appraisal Interview (Weighted 100%) March 27 – 28, 2019 (Tentative):** An appraisal will be made of applicants training, education, experience, communication skills and personal qualifications for the position. A minimum rating of 70% is required to qualify for the eligible list.

**Background Investigation (Pass/Fail):** Prior to appointment, applicants must successfully complete an investigation of their personal history and background to determine suitability for the position of Police Service Technician with the Bakersfield Police Department. Applicants who fail the background investigation process will be notified by the Human Resources Division.

**NOTE: EMPLOYMENT APPLICATION MUST BE PROPERLY COMPLETED IN ACCORDANCE WITH INSTRUCTIONS ON FACE OF APPLICATION FORM AND SUBMITTED WITH COMPLETED SUPPLEMENTAL QUESTIONNAIRE BY THE FILING DEADLINE. ALL PERTINENT INFORMATION NEEDED TO DETERMINE THAT THE APPLICANT MEETS THE MINIMUM QUALIFICATIONS MUST BE SHOWN ON THE APPLICATION AND QUESTIONNAIRE; OTHERWISE THE APPLICATION WILL BE REJECTED. RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETED APPLICATIONS. MILITARY VETERANS HIGHLY ENCOURAGED TO APPLY.**

- \*1. Are you or will you be at least 18 years of age by the written examination date of March 5, 2019?  
Yes No
- \*2. Do you possess a U.S. High School diploma OR G.E.D.?  
Yes No
- \*3. Do you possess a valid California Class "C" driver's license?  
Yes No
- \*4. Do you possess a minimum of two (2) years driving experience with a valid driver's license?  
Yes No
- \*5. I understand a valid California Standard First Aid card must be obtained within the first six (6) months of my probationary period?  
Yes No
- \*6. I understand that it is HIGHLY RECOMMENDED that I apply on-line and provide an email address for this recruitment? If an e-mail address is provided, all future correspondence from the City will be via e-mail. NOTE: Please keep contact information up-to-date and ensure that your email spam filter allows you to receive messages from [HumanResources@bakersfieldcity.us](mailto:HumanResources@bakersfieldcity.us)  
Yes No
- \*7. I understand I must submit a current California DMV driver history printout (dated no older than two (2) months of the filing deadline) to Human Resources by the filing deadline of February 15, 2019 at 1:00 PM in order for my application to be accepted? There will be no substitutions for the "official" or "unofficial" Department of Motor Vehicles printout. DMV printouts may be submitted to the Human Resources Office, City Hall 1600 Truxtun Avenue, 1st Floor, Bakersfield, CA 93301, scanned and uploaded with your on-line application or faxed to (661) 852-2070. On-line DMV printouts are acceptable as long as they are obtained from the official DMV website. If you submit the document in-person or via fax, the DMV printout must reference the recruitment name and number (i.e. Police Service Technician #01160) and submitted to the attention of Sandra Duncan.  
Yes No

\* Required Question