



CITY OF BAKERSFIELD
Human Resources Department
1600 Truxtun Avenue, Bakersfield, CA 93301
(661) 326-3773 / <http://www.bakersfieldcity.us>
INVITES APPLICATIONS FOR THE POSITION OF:
POLICE REPORT SPECIALIST (OPEN) #01396
An Equal Opportunity Employer

SALARY

\$14.48 - \$17.61 / hour
\$2,510.04 - \$3,051.53 / month

ISSUE DATE: 11/4/2020

FILING DEADLINE: 11/19/20 at 1:00 PM Pacific Time

*****ZOOM INFORMATION SESSION:** Applicants will receive information about the position and background investigation process, and be allowed to ask questions. When: **November 12, 2020 03:00 PM**. Please click the link below to join the webinar: <https://bakersfieldcity.zoom.us/j/98559153832> Passcode: 668645 Or Call: US: +1 669 900 6833
If you miss the webinar, you can email AdmHrs@bakersfieldcity.us and we will send you a link to view it at a later time.

THE POSITION: Under immediate supervision, to provide office support in a specialized unit, collecting information and completing reports.

REPRESENTATIVE DUTIES: The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting. **Essential Duties:** Receives crime reports from the public by telephone and online, and completes all required reports; prepares and completes a variety of investigative and incident reports; receives and responds to citizen inquiries over the telephone and online, and gives general assistance or directions, as appropriate; 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.

MINIMUM QUALIFICATIONS: Applications will be accepted **only from those applicants who properly complete the City Application and clearly demonstrate on the Application, Supplemental Questionnaire, and Typing Certificate** that they possess the minimum qualifications which include:

- Graduation from high school or G.E.D.
- Must be at least 18 years of age
- Ability to type 40 net words per minute
- Must successfully pass a background investigation

CERTIFICATE REQUIREMENT: Applicants **MUST** submit a copy of a current typing certificate dated within the last two years of the filing deadline (11/19/18 - 11/19/20) certifying **40 NET WORDS PER MINUTE**. Please note that on-line typing certificates **ARE** acceptable. Click here for [Typing Certificate Locations](#)

EMPLOYMENT REQUIREMENT: All applicants **MUST** be able to work shift work, which includes the night shift, weekends and holidays. There is a shift differential paid to employees working the night shift (differential pay is \$.90 or \$1.25 per hour depending on the assigned shift).

OTHER MINIMUM QUALIFICATIONS: Knowledge of: Modern office practices, procedures and equipment including computers and related software; Local geography including location of streets, highways, and public buildings. **Ability to:** Read, understand and follow oral and written instructions; Obtain and verify information through telephone and online contacts; Compile gathered information into a written report; Provide conflict resolution; Spell correctly, use good English, write clearly and make simple arithmetical computations; 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.

EXAMINATION (WEIGHTED: 100%) December 16, 2020 (Tentative) The method of examination may include one or more of the following: written exam; oral exam; evaluation of education, training, experience or other qualifications as shown by the application, or by other information submitted, or by the record; questionnaires submitted to references; or any other appropriate measure of fitness. A minimum passing score of 70% is required.

NOTE: Admission to the Examination may be limited to those applicants who demonstrate the best combination of qualifications. Applicants possessing the minimum qualifications are not guaranteed admittance to the Examination. Employment applications must be properly completed in accordance with instructions on face of application form. All pertinent information needed to determine that the applicant meets the minimum qualifications must be shown on the Application, Supplemental Questionnaire, and typing certificate; otherwise, the application may be rejected. Resumes will not be accepted in lieu of COMPLETED application.

BACKGROUND INVESTIGATION (Weighted: Pass/Fail): Prior to employment, applicants must successfully complete an investigation of their personal history and background to determine suitability for this position with the Bakersfield Police Department. The Personal History Statement (PHS) and Pre-Investigation Background Questionnaire (PIBQ) will be located on the City of Bakersfield, Human Resources website. **It is highly recommended to review these documents prior to submitting the employment application.**

*1. Do you possess a High School Diploma or GED?

- Yes
 No

*2. Do you possess a typing speed of 40 net words per minute or more?

- Yes
 No

*3. I understand that **I must submit a TYPING CERTIFICATE** with a minimum of 40 net words per minute (dated within the last two years of the filing deadline) with my application by the filing deadline of November 13, 2020 by 1:00 PM in order to have my application accepted. You may upload the typing certificate to your on-line application; submit in-person to the Human Resources Office, 1600 Truxtun Avenue, Bakersfield, CA 93301, email to AdmHrs@bakersfieldcity.us, or Fax to (661) 852-2070. When delivering, emailing, or faxing the resume, please reference the recruitment name and number (i.e. Police Report Specialist #01396) and submit to the attention of Tracy Sunkes.

- Yes
 No

*4. I am available and willing to work shift work including nights, weekends, and holidays in addition to working overtime as assigned.

- Yes
 No

*5. Please select each of the following for which you have work experience in:

- Law Enforcement
 Clerical
 Customer Service
 Call Center Experience
 Data Entry
 CLETS, NCIC, VERSADEX, MRE, MDT, California Public Records Act
 Working under pressure and / or tight deadlines
 None of the above

*6. Briefly explain your work experience and dates for each item selected in question #5. If you marked "None of the above", please write N/A.

*7. Please select software systems you currently use on a daily basis:

- Microsoft Word
 Microsoft Excel
 Microsoft Outlook
 None of the Above

*8. **BACKGROUND INVESTIGATION:** Candidates invited to the oral examination will be required to complete and submit a background packet, which includes the Personal History Statement (PHS) and Pre-Investigation Background Questionnaire (PIBQ) by **November 30, 2020 by 5:00 p.m.** These documents are located on the City of Bakersfield, Human Resources website. It is highly recommended to review these documents prior to submitting the employment application. **ORAL APPRAISAL INTERVIEW (Weighted 100%): December 16, 2020 (Tentative).** I have reviewed and understand the above information and dates.

- Yes
 No

*9. I understand if I am no longer employed with an employer that I have listed in the application under the work experience, that I must explain the reason/s for leaving in the space provided. Failure to do so may disqualify you from the recruitment process.

- Yes
 No

*10. I understand that I must submit a completed Application, Supplemental Questionnaire, and Typing Certificate by the filing deadline in order to have my application accepted. (You may upload your Typing Certificate to your on-line application; submit in person to the Human Resources Office, 1600 Truxtun Avenue, 1st Floor, Bakersfield, CA 93301; email to AdmHrs@bakersfieldcity.us; or fax to (661)852-2070.) When delivering, emailing, or faxing the resume, please reference the recruitment name and number (i.e. Police Report Specialist #01396 and submit to the attention of Tracy Sunkes)

- Yes
 No

*11. If I provide an e-mail address, I understand that all future correspondence from the City with regards to this recruitment, will be via e-mail. Please keep your contact information up-to-date and ensure that your e-mail spam filter allows you to receive messages from HumanResources@bakersfieldcity.us.

- Yes
 No

