City of Oakland Employment Opportunity (Open)

POLICE RECORDS SPECIALIST
(Selective Language Certification)

Open Recruitment	All qualified individuals may apply
Closing Date	June 11, 2010 at 5:00 pm
Salary/Work Week	$21.19 - $26.03/hour, 37.5 hour work week (Currently, there is an avg. of one mandatory business shutdown day per month.)
Civil Service Status	Classified (Job Code SS165)

THE POSITION

The City of Oakland is currently recruiting to fill two Police Records Specialist vacancies with the Oakland Police Department. **One of the current vacancies require a language selective certification for bilingual conversational proficiency in Spanish**. Under general supervision from a Division Manager or Unit Supervisor, the Police Records Specialist coordinates transactions involving warrants, records, subpoenas, and other litigation-related requests; uses complex internal automated records systems to input data and run queries; accesses and updates state and federal criminal history data systems; acts as cashier for the department; and assists callers and visitors by supplying information or directing requests. The eligibility list established from this examination may be used to fill permanent full-time and permanent part-time positions in this classification that may occur throughout the Oakland Police Department including the Animal Shelter Division.

Typical duties may include, but are not limited to the following:

- Access and input automated criminal history data systems.
- Maintain internal manual and automated recordkeeping systems and provide information in compliance with federal and state regulations.
- Coordinate and conduct transactions with other employees, sworn and civilian staff, and the public in matters requiring knowledge and analytical application of Police Department rules, policies and procedures.
- Type reports, data, and forms; store and issue supplies.
- Perform reception duties; accept applications; greet visitors and the general public; respond to phone requests.
- Verify warrants and other information through computer terminals.
- Check financial data; issue permits; balance payrolls, purchase orders, and vendor claims; file and maintain inventory records.
- Receive money and issue receipts; may store and release money.
- Locate and correct errors in internal data systems.
- Provide direction and on-the-job training to assigned personnel.
- Operate personal computers and/or computer terminals.
- Perform related duties as assigned.

MINIMUM REQUIREMENTS FOR APPLICATION

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education: Equivalent to completion of the twelfth grade. Additional business or computer courses are desirable.

Experience: One year of full-time work experience performing a variety of clerical and office support duties such as typing and proofing correspondence and reports; performing data entry; responding to callers and visitors; and performing payroll duties. (Comparable to Office Assistant II or Administrative Assistant I in the City of Oakland.)

Certificates: Must accurately type at a speed of at least 35 net words per minute**. Note: Applicants must submit a Certificate of Proficiency in typing with their application.** The certificate will not be returned. **Applications submitted without this certificate will not be given further consideration.** Typing certificates will be accepted from a community college, adult education, business school, vocational training center, employment agency or other officially recognized agency authorized to administer and score typing tests. The certificate should be on appropriate letterhead or company form, and must be signed and dated. The report should include the total gross words per minute typed, the total number of errors and the total net words per minute typed. This certificate must be issued within the past 12 months. **Certificates issued before June 11, 2009 will not be accepted**. A list of agencies offering typing certificates is provided at the end of this announcement.

Other Requirements:

- Must be eighteen (18) years or older
- Must pass a background investigation with the Oakland Police Department and a fingerprint check with the Department of Justice
- Must pass a six (6) hour Department of Justice training course regulating access to law enforcement data systems within six (6) months of employment

Selective Language Certification: This is a public contact position. Bilingual skills in Spanish, Cantonese, and Mandarin, are highly desirable in candidates who are considered to fill these vacancies. In keeping with Section 5.03 of the Civil Service Rules, eligible candidates whose names are certified to the hiring authority shall be the highest ranking candidates willing to accept employment and who possess bilingual skills in the languages noted above. Bilingual skills will be tested prior to final offer of employment.

QUALIFICATIONS

Knowledge of: general office procedures; word-processing, spreadsheet, and/or database programs; problem-solving techniques; modern police record-keeping procedures; and organization, procedures and operating details of the assigned department.

Ability to: make arithmetic calculation with speed and accuracy; operate computer terminals, microfiche readers and large volume copiers; learn the organization and procedures of the OPD and the City; follow oral and written directions; work irregular days and hours; exercise considerable independent judgment in interpreting and applying OPD policies and procedures and complying with federal and state regulations; complete multiple tasks simultaneously; work in a highly-structured, rank-oriented environment; analyze situations and adopt effective courses of action; and establish and maintain effective working relationships with those contacted in the performance of required duties.

The Selection Process

Stage I: The first stage in the selection process will consist of a review of each applicant employment application, copy of typing certification and signed supplemental questionnaire for minimum qualifications (weighted pass/fail). **Applications submitted without all required materials will not be given further consideration.**

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency and/or veteran points) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of a written examination (weighted 100%). The multiple-choice written examination will measure job-related clerical and administrative skills. The ranked eligible list may be developed directly from the supplemental screening **OR** the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Legal: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to **(P.Ha)**, Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-6930.

Background Checks and Drug Testing: The City may conduct a criminal background check, credit check, and/or qualifications check for applicants depending on the position sought. Final applicants will be required to sign an informed consent authorization form allowing the City to obtain their criminal history, credit report, and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent authorization form will not be considered further for the position.

The City of Oakland is a drug-free workplace. Job offers for certain positions may also be contingent upon passing a drug test.

HOW TO APPLY

City of Oakland application documents may be obtained in person or by sending a self-addressed stamped envelope and request to the Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019. You may also call (510) 238-3112 for information.

You may access a copy of the City's announcement and a Microsoft Word or PDF version of the employment application at the following Internet address: www.oaklandnet.com. Click on City Jobs to view current openings or access the employment application.

DATE OF EXAMINATION

To Be Announced

The City of Oakland is an EEO/ADA Employer. Please read the City of Oakland's Employment Information Pamphlet, which can be viewed online, prior to applying for a position at the City of Oakland.

P.Ha; (510) 238-4478
10-SS165-0056/classified
Opens: 5/17/10
Closes: 6/11/10

TYPING CERTIFICATE REQUIREMENTS
FOR POLICE RECORDS SPECIALIST

Applicants for Police Records Specialist must submit a Certificate of Proficiency when submitting the employment application and supplemental questionnaire by the final filing date of June 11, 2010. The certificate must demonstrate that the applicant is able to accurately type at a speed of at least 35 net words per minute.

Typing certificates will be accepted from a community college, adult education, business school, vocational training center, employment agency or other officially recognized agency authorized to administer and score typing tests. The certificate should be on appropriate letterhead or company form, and must be signed and dated. The report should include the total gross words typed per minute, the total number of errors and the total typed net words per minute. This certificate must be issued within the past 12 months. **Certificates issued before June 11, 2009 will not be accepted.**

A list of agencies offering typing certificates is provided below. The City of Oakland does not endorse any of the agencies below and you may secure a typing certificate from other agencies not on this list that meet the requirements mentioned above. **Please note that typing certificates cannot be returned to applicants. On-line typing certificate will not be accepted.**

AGENCIES OFFERING TYPING CERTIFICATES

(CONTACT AGENCY FOR HOURS, APPOINTMENTS AND COST OF CERTIFICATE)

Ascot Staffing 1939 Harrison Street, Suite 150 Oakland, CA 94612 (510) 839-9520	**Edward Shands Adult School** 2455 Church Street Oakland, CA 946051 (510) 879-4040 Appts only	**Diversified Personnel Services** 505 14th Street, Suite 850 Oakland, CA 94612 (510) 451-4175
Oakland Private Industry Council 1212 Broadway, Suite 100 Oakland, CA 94612 (510) 768-4473	**Apple One** 1970 Broadway, Suite 110 Oakland, CA 94612 (510) 835-0217	**Berkeley Adult Day** 1701 San Pablo Avenue Berkeley, CA 94702 (510) 644-6130
Various Community Colleges/Adult Schools (Certification accepted if it meets the criteria described above)		
This list is meant to assist applicants, but it is not all-inclusive. Please be aware that business locations and phone number change periodically. The fees charged for the Certificate varies and an appointment is usually required. It is the applicant's responsibility to submit a proper typing certificate described in the job announcement.		

POLICE RECORDS SPECIALIST

SUPPLEMENTAL QUESTIONNAIRE

FINAL FILING DATE: FRIDAY, JUNE 11, 2010 AT 5PM

The supplemental questionnaire is intended to give you the opportunity to identify your qualifications and experience in specific job-related areas. Please return all completed application materials on-line, in person, or by mail to the Office of Personnel, 150 Frank H. Ogawa Plaza, Second Floor, Oakland, CA 94612-2019 no later than 5pm on Friday, June 11, 2010. Postmarks will not be accepted. Applications submitted without all required materials will not be given further consideration.

INSTRUCTIONS

Minimum Qualifications	**Yes**	**No**
Are you 18 years of age or older?		
Do you have a High School Diploma or GED equivalent?		
Do you have one year of full-time work experience performing a variety of clerical and office support duties such as typing and proofing correspondence and reports; performing data entry; responding to callers and visitors; and performing payroll duties (similar to Office Assistant II or Administrative Assistant I in the City of Oakland)?		
Have you attached a copy of a recent typing certificate that demonstrates your ability to type 35 net words per minute to this application?		

CERTIFICATION OF APPLICANT

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge. Please sign and return this page with your application materials.

_____ _____
(Signature) (Last 6 Digits of Social Security Number)

_____ _____
(Telephone Number) (Date)

---OVER---

SELECTIVE LANGUAGE CERTIFICATION FORM

FINAL FILING DATE: FRIDAY, JUNE 11, 2010 AT 5PM

This recruitment is being announced in accordance with Section 5.04 of the Civil Service Rules which states eligible candidates whose names are certified to the hiring authority shall be the highest ranking candidates willing to accept employment and who possess bilingual skills in the following languages: **Spanish, Cantonese, and Mandarin.** Identified bilingual skills will be tested prior to a final offer of employment. Please ensure that all completed application materials are returned in person or mailed to 150 Frank H. Ogawa Plaza, Second Floor, Oakland, CA 94612-2019 no later than 5pm on **Friday, June 11, 2010.** Postmarks will not be accepted. Applications submitted without all required materials will not be given further consideration.

INSTRUCTIONS

Utilize this form to identify the language(s) for which you have bilingual conversational proficiency. If you do not have bilingual conversational proficiency in any of the identified languages, check the appropriate box.

☐ Spanish

☐ Cantonese

☐ Mandarin

☐ I do not have bilingual conversational proficiency in any of the identified languages, but I am still interested in the Police Records Specialist position(s).

Please note: Identified bilingual skills will be tested prior to a final offer of employment.

CERTIFICATION OF APPLICANT

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge. Please sign and return this page with your application materials.

_____ _____

(Signature) (Last 6 Digits of Social Security Number)

_____ _____

(Telephone Number) (Date)