



EMPLOYMENT OPPORTUNITY WITH THE CITY OF VERNON

CIVILIAN COURT OFFICER

MONTHLY SALARY: \$4,803 - \$5,837
PLUS AN EXCELLENT BENEFITS PACKAGE

FINAL FILING DEADLINE

SUNDAY, SEPTEMBER 18, 2022, 11:59 PM **OR** WHEN WE RECEIVE THE FIRST 100 QUALIFIED APPLICATIONS, WHICHEVER OCCURS FIRST.

THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY IN THE POLICE DEPARTMENT AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.

SUMMARY: Under basic supervision, provides clerical and technical assistance to Vernon Police Department (VPD) Officers; prepares and maintains files of citations and other legal documents, coordinates with courts to manage evidence and procedures, performs duties associated with the maintenance and operations of a Temporary holding Jail Facility, and maintains records on evidence and found property.

ESSENTIAL FUNCTIONS: *As defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. This job announcement does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs clerical and technical duties for the VPD, including data entry, record keeping, records research, and preparing and processing documents; performs duties in accordance with VPD policy and procedures, and within scope of authority.
- Prepares and files citations and violations with the District Attorney's Office.
- Maintains records of court documents.
- Provides liaison services between courts on handling of evidence and case management issues.
- Receives, organizes, secures, and maintains records on evidence and found property for the VPD; transports evidence and property as directed.
- Processes citations and police reports, and assists Officers with technical and legal documents.
- Assures that security protocols are followed, and all reports and paperwork are completed in a timely manner; updates, corrects, retrieves, and releases information according to procedures; reviews and releases edited VPD records information.
- Maintains the integrity, professionalism, values, and goals of the Vernon Police Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs associated duties of jail operations including booking of inmates, releasing of inmates, inmate transportation to and from court facilities and preparing inmates and related booking records for court appearances.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS: EDUCATION, TRAINING AND EXPERIENCE GUIDELINES:

High School Diploma or GED equivalent; AND two years of clerical and computer experience.

LICENSE & CERTIFICATION REQUIREMENTS: A valid California State Driver's License is required. Must maintain certification with the Standards and Training for Corrections (STC) program.

SELECTION PROCESS: Completed application packets will be reviewed and only the first 100 qualified applicants whose qualifications best meet or exceed the requirements of the position and needs of the City, will be invited to participate further in the selection process, written exam weighted 25%, scheduled for the week of September 26th 2022. External Panel interview weighted 75%, scheduled for the week of October 10th 2022. Candidates must be specific and complete in describing their qualifications for the position. Failure to state all pertinent information may lead to elimination from consideration. Applications must be [submitted online](#). If you submit multiple applications, only the most recent application will be considered. Copies of required certifications must be submitted with the application. Stating "see resume" is not an acceptable substitution for a completed application. To view the complete job description, please visit our website at www.cityofvernon.org. It is the applicant's responsibility to notify the Human Resources Department of any changes to their contact information.

CITY OF VERNON
HUMAN RESOURCES DEPARTMENT
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"The City of Vernon is an Equal Opportunity Employer"