



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

POLICE RECORDS & PROPERTY SUPERVISOR (Job Code #_____)

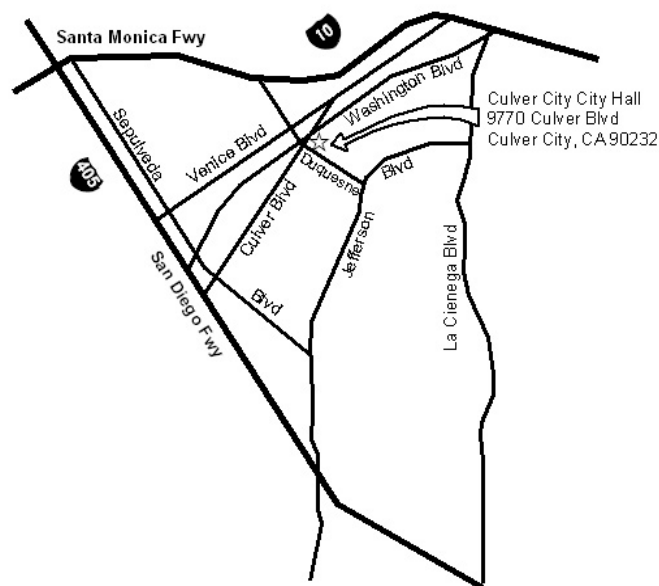
\$4,980.17 - \$6,078.76 Monthly

THE CITY OF CULVER CITY	
Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.	
HOW TO APPLY	
Complete application materials, including copies of relevant degrees and/or certificates, must be submitted to the Human Resources Department by 5:00 p.m., _____. Applicants may download a City application at: www.culvercity.org/jobs or obtain an application from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232. Individuals that submit incomplete application materials may not receive full consideration for the position. E-mailed or faxed application materials will not be accepted.	
THE POSITION	
The Police Records & Property Supervisor is a civilian position that is responsible for overseeing the day-to-day activities within the Records and Property units. Responsibilities include coordinating and participating in the work activities associated with various tasks and procedures relating to the Records and Property units. The position functions within general procedural and policy limits requiring and receiving minimal supervision. The Police Records & Property Supervisor provides supervision of the work performance, training, and scheduling of Records and Property units which includes five (5) Police Records Technicians and two (2) Property Technicians. The position oversees the maintenance, security and safety of the property room and equipment within. This position develops, reviews, and updates written manuals, procedures and instructions and trains staff. The position is responsible for evaluating procedures and systems within the scope of their supervision including making recommendations and implementation of identified area(s) for improvement and related training. The position reviews and responds to requests for records and public information. As well as coordinates information released to other law enforcement and judicial agencies; ensuring that records are properly organized, comply with Department of Justice record control and statistical programs. The Police Records & Property Supervisor is responsible for resolving complex technical and procedural issues using their knowledge of applicable laws governing criminal justice records dissemination and property retention including state and federal law enforcement mandates. The position also provides staff assistance to Police Department management staff related to Records and Property unit functions.	
MINIMUM REQUIREMENTS	
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: High school graduation or equivalent and three (3) years of responsible work experience in a law enforcement property and/or records unit including providing internal and external customer service. One (1) year supervisory or lead worker experience is desirable. An Associate of Science degree in Criminal Justice, Business or Public Administration, or related field is desirable. License and Certification: Possession of National Crime Information Center (NCIC) certificate within six months of appointment. Possession of California Law Enforcement Telecommunications System (CLETS) certification; and completion of POST Records Supervisor and Public Records Act courses are required within one year of appointment. Work Schedule/Availability: Must be available and willing to work rotating shifts, nights, weekends and holidays as the Police Department Records Section is in operation 24 hours a day. This position works at 4/10 schedule. Notes: 1) Applicants <u>may</u> be disqualified for any of the following reasons: a conviction record, and/or negative employment references. 2) A conviction shall include a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court.	
EXAMINATION PROCEDURES	
Applicants must receive a passing score on all examination components in order to be placed on the eligible list.	
COMPONENT	WEIGHT
• Written Examination: To measure writing ability, customer service, technical and supervisory skills.	30%
• Counseling Exercise: To demonstrate supervisory skill and ability.	40%
• Appraisal Interview: To evaluate training, experience and personal qualifications.	30%
• Background Investigation and Polygraph: To determine suitability for the position of Police Records & Property Supervisor.	QUALIFYING
• Psychological Screening & Medical Examination: Standard exams to determine suitability for the position of Police Records & Property Supervisor.	QUALIFYING

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions in this bulletin may be modified or revoked without notice.



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:30 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies.

VETERAN'S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran's preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran's preference. (Veteran's preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:	
These are typical benefits, but may vary by negotiated agreements with employee bargaining units.	
RETIREMENT:	Employees are currently covered by the Public Employees’ Retirement System (City pays 6% contribution and employee pays 2%), and social security.
DEFERRED COMPENSATION:	Employees may voluntarily contribute to a city sponsored deferred compensation plan.
MEDICAL-DENTAL:	Choice of health and dental plans for employees and dependants. Some employee contribution may be required.
VISION:	Vision insurance for employees and dependents is provided.
LIFE INSURANCE:	Term life insurance is also provided.
HOLIDAYS:	13 paid holidays per year for most classifications.
VACATION:	80 hours per year after one year of service. Increases in vacation accrual occur after 4, 14, and 19 years of service.
SICK LEAVE:	96 hours per year.
UNIFORMS	Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.
CREDIT UNION AVAILABLE	