

MONTCLAIR

CAREER OPPORTUNITIES

An Equal Opportunity Employer

POLICE OFFICER (LATERAL)

SALARY: \$5,293 - \$6,434

Police Officers work a 4/10 – 3/12 work week.

Under general supervision prevents crimes, enforces laws, investigates complaints, and apprehends criminals and suspects; protects the innocent, helps the distressed, safeguards public rights, and aids in the administration of justice; and assumes responsibilities and performs duties related to the work, as required.

ESSENTIAL JOB DUTIES

Operates an automobile, motorcycle, or bicycle, or walks, in patrolling an assigned area for the prevention of crime and the enforcement of laws and regulations; responds to radio dispatches and telephone instructions and appears at scenes of disorder or crime; notes and reports traffic hazards; investigates and prepares reports on accidents, offenses, and damages to property; assists people in emergency situations; makes arrests, issues citations, and gives verbal warnings; intervenes in private and public disputes to protect the public and maintain order; appears in court; transports prisoners; writes case reports and logs activities; participates in training conferences and programs; makes public service presentations; and accepts special assignments in police dispatching and evidence room; and any other specific assignment directed by supervising police personnel.

QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

Must be currently enrolled in, *or* hold a certificate of completion from a POST-certified basic academy, *or* be currently employed as a peace officer with a California law enforcement agency and possess a California POST Basic Certificate. Graduation from high school or GED required. Hearing normal. Must have a valid Class C California driver's license. Must successfully complete a background investigation.

Skills/Abilities to: understand departmental rules, policies, laws, and regulations, together with an aptitude for law enforcement work; perform well under stress; analyze situations and adopt a quick, effective, and reasonable course of action; write clear and accurate reports; understand and follow oral directions; and deal with the public in a tactful, courteous, and effective manner.

SELECTION PROCESS

Applications for this position will be accepted on a continual basis. City application forms are available at the reception desk, City Hall, 5111 Benito Street, Montclair 91763, or on the City's website at www.cityofmontclair.org.

1. Completion of Montclair's application form is required. Resumes will not be accepted in lieu of applications. **A COPY OF YOUR POST OR ACADEMY CERTIFICATE MUST BE ATTACHED TO YOUR APPLICATION.**
2. Applications will be reviewed for conformance with listed qualifications.
3. When a sufficient number of applications is received, qualified candidates will be invited to participate in a physical capability examination. Candidates will be notified of the date.
4. Candidates passing the physical capability examination will be invited to participate in an oral board interview.
5. Names of successful candidates will be placed on an eligibility list from which selection(s) will be made.
6. Top candidate(s) on the eligibility list will be interviewed by the Chief of Police. Candidate(s) receiving his recommendation will be required to pass a background check, psychological evaluation, polygraph examination, and a medical examination (including a drug screen) before being employed.



Great weather, excellent schools and nearby colleges, outstanding housing values, safe, stable neighborhoods, and recreational pursuits all contribute to a family oriented community with over 62 percent owner-occupied housing.



Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area.



The Montclair Plaza, which opened in 1968, has five major anchor stores, a food court, and over 200 specialty stores that provides major retail shopping for the Inland Empire.



The Montclair Transcenter is home to the Metrolink Station, Omnitrans and Foothill Transit bus services, a park-and-ride facility, and future home of a Metro Gold Line Station.