



**Town of Colma Invites Applications for
Police Community Service Officer**

**Casual, Part-Time
\$34.08 to \$41.42 per hour**

Final filing date: January 21, 2019

Varied Work Hours as needed - Not a set schedule
Days, Evenings & Weekends

The Position

Under direction of a Sergeant, the Police Community Service Officer is an entry level, non-sworn, technical support classification associated with law enforcement in the Town Police Department. A Community Service Officer may perform a variety of responsible duties not requiring the attention of a sworn officer. The focus of the incumbent is parking enforcement. This position works less than 950 hours per year and less than 20 hours on average per week.

Essential Duties

- Identify, warn, cite and authorize towing of abandoned vehicles and vehicles in violation of other parking restrictions.
- Take minor incident reports and make report copies.
- Provide information to, answer inquiries from, and assist as needed members of the public.
- Cooperate with other police personnel, other Town departments and related county and social service agencies and investigate selected Code Enforcement Violations.
- Enter and retrieve information from police department computers and communicate via telephone and police radio.
- Assist in the placement of the Radar Trailer.
- Fingerprint (Livescan) members of the public and employment applicants.

Minimum Qualifications

Any combination of experience and training that would provide the required knowledge, skill and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

EDUCATION, TRAINING AND EXPERIENCE

Education: Possession of a high school diploma or equivalent.

Experience: One (1) year of responsible public contact experience.

License and Certificates: Possession of, or the ability to obtain, a valid California Class C Driver's License, which must be maintained as a condition of employment.

Must also pass a background investigation.

THE SELECTION PROCESS:

The most qualified applicants will be invited to participate in the examination process.

To Apply

Employment applications are available online at: at www.colma.ca.gov/jobs-and-applications/ or at the following locations:

Town Hall
1198 El Camino Real

Police Department
1199 El Camino Real

You may also call (650)997-8300 to have an application sent to you.

A TOWN EMPLOYMENT APPLICATION FORM **MUST BE SUBMITTED TO HUMAN RESOURCES** TO BE CONSIDERED FOR THIS RECRUITMENT. A RESUME AND COVER LETTER IS RECOMMENDED, HOWEVER WILL NOT BE IN PLACE OF THE JOB APPLICATION.

Send application and correspondence to:
Town of Colma, Human Resources Department
1198 El Camino Real, Colma, CA 94014

The Town of Colma, known worldwide as the “City of Souls,” is the smallest city in San Mateo County with 1,600 residents - and 1.5 million “souls”. However, Colma is more than just 16 cemeteries. Colma's commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-paved residential streets and ornamental street lamps to its restored historical museum and railroad depot located at its 5,500 square foot Community Center.

Please Note:

The information included in this announcement may be changed at any time. The information does not constitute either an express or implied contract.

The Town will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise the human resources office of such special needs at the time of application.

All employees hired by the Town of Colma must be legally authorized to work in the United States and will be required to produce certain documents verifying such information. EOE