



The City of Corning
invites applications for the position of
POLICE ADMINISTRATIVE SECRETARY

THE POSITION

The Administrative Secretary, under direction of the Chief of Police, will be required to perform highly confidential and complex administrative, secretarial, bookkeeping and clerical work in support of Department operations. This position requires the individual to: effectively communicate with the public; provide information and referrals to the appropriate agency or City department; handle inquiries; prepare grant report submissions and requisitions in a timely manner; maintain confidential police personnel records and files; be able to exercise judgement and work with minimum supervision; process applications for special licensing and other related work.

THE DEPARTMENT

The Corning Police Department is currently authorized a staffing level of a Chief of Police, one Administrative Secretary, four Patrol Sergeants, one School Resource Officer, eight Police Patrol Officers, one Police Dispatch Records Supervisor, four Police Dispatchers and one full-time Community Service Officer.

THE CITY

Corning is a rural community with a population of 7763. It is situated in the Sacramento Valley in Tehama County, 112 miles north of Sacramento on Interstate 5, and 25 miles northwest of Chico. The area offers ample opportunity for those interested in hiking, hunting, fishing, and all phases of recreation. Additional community facilities include excellent schools, a modern library and 21 churches. Advanced educational opportunities at Shasta and Butte Community Colleges and the California State University, Chico are all available and within an hour drive. The City of Corning offers an excellent environment for the growth and development of individuals and families.

SALARY AND BENEFITS*

Salary:	Salary Range is \$3,774 to \$4,634 monthly (to 12/24/2022)
Vacation Pay:	Employees receive 120 hours of paid vacation after one (1) year of service, 160 hours after seven (7) years of service, and 200 hours after fifteen (15) years of service
Sick Leave:	Employees receive 8 hours of sick leave per month, accumulative, with a cap of 1920 hours
Retirement:	Retirement is as defined by CalPERS. Current new hires in this unit participate under "PEPRA 2% at 62" Program, with employee paid contribution currently at 6.75%
Insurance:	The employee has a choice of health insurance plans, which the City pays all, or a portion thereof, depending on the plan chosen. The City provides a \$100,000 term life insurance policy for the employee
457 Plan:	The City provides a maximum \$60 per month match to employee 457 Deferred Compensation Plan (one plan only) upon employee commitment to maintain plan for one (1) year
Holidays:	City Employees receive 11 Paid Holidays and 32 hours of Floating Holidays per calendar year
Compensatory Time:	Employees can accumulate up to 200 hours of compensatory time off, in lieu of overtime

***Note: The information provided herein is not all-inclusive. Please refer to the most current and approved Memorandum of Understanding**

REQUIRED QUALIFICATIONS

- ❖ Possess a High School Diploma or G.E.D.
- ❖ Possess a valid California Driver's License and have a satisfactory driving record
- ❖ Be a minimum of 18 years old at the time of appointment
- ❖ Be a US citizen or a permanent resident alien who is eligible, and has applied for, US citizenship
- ❖ Possess physical characteristics that include proportional height/weight, normal hearing and visual acuity (correctable to 20/30)
- ❖ Have the ability to: communicate effectively, solve problems, make sound judgments under pressure, have excellent observational skills, have a willingness to confront problems, have an interest in people, have a desire for self-improvement, have appropriate grooming standards, be dependable, have integrity, be able to operate a motor vehicle
- ❖ Must be proficient in the use of personal computer, printer, scanner, typewriter, calculator, telephone, copier, fax and postage machines
- ❖ Knowledge of: pertinent Federal, State and County laws and regulations, business letter writing and report preparation, English usage, spelling, grammar and punctuation; modern office practices and technology, record-keeping techniques, computer operations, spreadsheet preparation, mathematical principles
- ❖ Use independent judgement in performing routine and non-routine tasks; perform responsible administrative and secretarial work requiring advanced secretarial, organizational and interpersonal skills; communicate clearly and concisely, both orally and in writing; maintain records and prepare required reports
- ❖ Prepare and maintain budget information
- ❖ Meet background investigation, medical and psychological standards
- ❖ Working knowledge of computer operations
- ❖ Must be physically able to: stand and/or sit for long periods of time; reach for and lift file boxes; stoop, bend, and squat to obtain files, etc.
- ❖ Be familiar with general office filing procedures
- ❖ Spanish speaking ability is desirable, but not required
- ❖ Type 65 words per minute, NET (TYPING CERTIFICATE WITHIN PAST SIX (6) MONTHS REQUIRED AT THE TIME OF APPLICATION SUBMISSION – INTERNET TESTS ARE NOT ACCEPTED.)

COMPETITIVE SELECTION PROCESS

Application Review Board: All applicants must submit a complete City of Corning application with clear, concise and complete information regarding their qualifications for the position. Those candidates who possess qualifications that best meet the City's requirements will be invited to participate further.

Written Examination: This examination is a three-hour test and consists of areas that test verbal ability, reasoning, memory and perceptual ability.

Oral Appraisal Interview: This interview is to evaluate training, experience and personal qualifications.

Background Investigation: Candidates successfully completing all prior phases of the selection process will be subject to a thorough background investigation. This investigation is used to determine a candidate's moral character and suitability for employment with law enforcement. The investigation may include, but not be limited to: a computerized voice-stress analysis, criminal and military record check, driving and credit history, and previous employer(s) and references.

Psychological Evaluation: Candidates will be evaluated for their suitability for employment with law enforcement.

Medical Examination: Prior to appointment, candidates must successfully complete a medical examination, including a drug screen, to determine if they meet the City's medical standards for this position.

TO APPLY

Completed City applications must be received by 5:00 p.m. on August 26, 2022. Applications may be obtained from our website at www.corningpd.org. Please submit your completed application and any necessary documentation in a sealed envelope addressed to: Chief of Police, 774 third Street, Corning, CA 96021 and marked "CONFIDENTIAL." If you have any questions, call (530) 824-7015. When a sufficient number of applicants have been preliminarily qualified, they will be invited to participate in the selection process. Resumes may be attached, but are not accepted in lieu of the City application. Faxed applications are not accepted.

THE CITY OF CORNING IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY PROVIDER AND EMPLOYER



City of Corning EMPLOYMENT APPLICATION

Return completed application to:
Corning Police Department
774 Third Street • Corning, CA 96021
(530)824-7000 • www.corningpd.org

Date _____

Position Applied For: _____ Rate of pay expected _____

Name _____ Email address _____
 Address _____ City _____ State _____ ZIP _____
 Mailing Address (If different from above) _____
 Home Phone (_____) _____ - _____ Message Phone (_____) _____ - _____
 Are you a U.S. Citizen? Yes No If not, are you a legal resident? Yes No
 Driver's License # _____ Class _____ State Issued _____ Expiration Date _____
 Were you previously employed by the City of Corning? Yes No If yes, when? _____
 Under what names? _____
 List any relatives working for the city:

NAME	ADDRESS	PHONE #	RELATIONSHIP
NAME	ADDRESS	PHONE #	RELATIONSHIP

Do you type? Yes No _____ WPM Do you take shorthand? Yes No _____ WPM

Do you possess any licenses, permits, certificates or any experiences, skills or qualifications which would be applicable for work with the City? Please list any foreign language(s) in which you are fluent.

Describe _____

	Name & Address of School	Course of Study	No. of Sem Units	Did You Graduate?	Diploma or Degree	Grade Point Average
High School						
College						
Other (Specify Business, Trade, etc.)						



In order for your application to be considered, the following section **MUST** be completed.

A resume may be attached but will not be acceptable in lieu of this section.

List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent job.

Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			
Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			
Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			
Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			
Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			
May we contact the employers listed? Yes No If not, which one(s) may we contact? _____ _____			
Have you every been discharged or forced to resign? Yes No If yes, describe: _____ _____			

I HEREBY CERTIFY THAT MY ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSION OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED AND THAT FAILURE TO COMPLETELY ANSWER ANY QUESTION MAY RESULT IN MY NOT BEING CONSIDERED FOR EMPLOYMENT. **THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

Signature of Applicant _____ Date _____