

The Town of San Anselmo

San Anselmo is located in Marin County (10 miles north of San Francisco) and has a population of 12,500. Cradled in 2.8 square miles of the Ross Valley floor and its surrounding hills, the Town is known for its sense of active community involvement and small town atmosphere.

The Police Department

The San Anselmo Police Department stands behind the motto “One Community, One Goal” in an effort to honor our obligation and responsibility to protect the health and welfare of the public and to improve the quality of life in our community. The Department has an excellent reputation in the community and enjoys great community support. A Volunteer Force assists the Department in all facets of operations. San Anselmo is fully dedicated to the philosophy of Community Policing.

With a commitment to professional excellence, our Mission “is to enforce the law without prejudice, preserve the peace through unwavering diligence, and strive at all times to insure the citizens that live and work in our community receive the highest quality of service available.”

The Police Department has a total of 26 fulltime personnel, consisting of 19 sworn peace officers, a parking enforcement civilian, five Police Dispatchers and the Senior Police Administrative Assistant. Our non-sworn staff is an integral and vital part of the Department’s law enforcement team and interacts on a continuous basis with sworn officers.

Benefits

- Town paid cafeteria-benefit for family rate health, dental, vision and life insurance, with “cash back” of up to \$365/month for unused portion;
- State Disability Insurance with Long Term Disability available;
- Holidays: 13.5 days paid/year
- Vacation: 11 days/year accrual for first 3 years of service; accrual increases with added service;
- Sick Leave: 12 days/year accrual with no cap;
- Employee Assistance Program.

Retirement:

- 2% @ 55 with employees contribution paid by the Town.
- 2.7% @ 55 effective July 1, 2004 with the employee’s contribution paid by the Town.

Typical Duties

- Provide responsible office and administrative support in the police department; conduct surveys and perform moderately complex research and statistical analysis as requested; prepare related reports; perform administrative detail work and maintain appropriate records and statistics.
- Recommend and assist in the implementation of unit goals and objectives; evaluate operations and activities of assigned responsibilities; recommend improvements; prepare various reports on operations and activities; and prepare memoranda, staff reports, and letters as appropriate.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, and equipment; monitor and control expenditures.
- Build and maintain positive working relationships with co-workers, other Town employees, and the public using principals of good customer service.

Minimum Qualifications

Candidates must be able to:

- Organize, implement, and direct a wide variety of office and administrative support activities within the department.
- Obtain information through questioning, deal firmly and courteously with the public, handle multiple assignments, and work effectively with interruption.
- Independently perform complex and specialized administrative support activities within the department.
- Communicate clearly and concisely, both orally and in writing.
- Understand the organization and operations of the Town and of outside agencies as necessary to perform assigned duties.
- Interpret and explain pertinent Town and department policies and procedures.
- Use a computer and variety of other office machines.
- Operate computer at a rate of 40 WPM.
- Analyze situations quickly and objectively and determine the proper course of action within scope of responsibility.

Experience and Training:

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

Experience:

- Five years of increasingly responsible administrative support experience, including two years performing duties similar to a Administrative Services Assistant II.

Training:

- Equivalent of completion of the twelfth grade. Additional specialized training and/or course work in office systems technology, business, or a related field is desirable.

Certificates:

- May need to possess a valid California Drivers License as required by the position.

Desirable Qualifications

The San Anselmo Police Department is seeking a highly qualified individual to become part of our team. Excellent written and oral communication skills are a must. We are looking for a person with high energy, who is mature, innovative and progressive thinking, and who demonstrates self-initiative and leadership abilities. Applicants should have excellent interpersonal skills to effectively respond to Police Management and other Town Government Officials.

Selection Process

Applicants must submit the following:

1. Completed Town of San Anselmo Employment Application.
2. Supplemental Questionnaire
3. Resume – Required
4. Keyboard (Typing) Certificate - 40 WPM Net

Each application packet will be screened for qualifications. Successful candidate(s) will be invited to participate in the following testing process that may consist of:

- Written Examination
- Oral Board Interview
- Chief/Management Interview
- Thorough Background Investigation
- Polygraph or Voice Stress Examination
- Comprehensive Medical Examination

Applications / Information may be obtained by contacting Human Resources Job Line at (415) 257-4118.

Filing Date

Applications will be considered and screened for qualifications as they are received. Testing will be continuous until the position is filled.

Affirmative Action/ADA

The Town of San Anselmo does not discriminate in employment on the basis of handicap or other protected class status. If, because of a disability or for religious reasons, you would like to arrange for any accommodation in order to participate in the testing process, we encourage you to contact Cmdr. Randall Kirton at (415) 258-4610

Town of San Anselmo Personnel Dept.
525 San Anselmo Ave.
San Anselmo, California 94960



THE TOWN OF SAN ANSELMO POLICE DEPARTMENT

is seeking qualified and energetic applicants for the position of

SENIOR POLICE ADMINISTRATIVE ASSISTANT

\$3,770 - \$4,582
(Salary Effective 7/1/03)

