



POLICE OFFICER

CA. POST BASIC ACADEMY GRADUATION REQUIRED

APPLICATION CLOSING DATE

Continuous

SALARY

\$5,115 - \$6,217/month

The Town of San Anselmo Police Department is accepting applications for the position of Police Officer – lateral or entry level. The eligible list of qualified candidates established by this recruitment will remain active for up to one year to fill future vacancies as they occur.

THE DEPARTMENT

The San Anselmo Police Department consists of 19 sworn officers and 7 civilian employees. Available assignments include motors, detectives, FTO, and bicycle patrol. Active Police Reserve, Volunteer and Explorer programs augment the regular force. San Anselmo is primarily a residential community supported by a thriving business district and protected by a very service-oriented Police Department. The crime rate is average for Marin County, with burglary being the major crime problem. The department operates out of a newer police facility and has modern equipment including a state of the art dispatch center and integrated mobile computers in all patrol vehicles.

COMPENSATION

In addition to monthly salary listed, pay includes: holiday pay; 5% shift and assignment differentials; longevity pay after 2 years; bi-lingual pay @ 2.5%; educational incentive pay for Intermediate/AA & Advanced/BA POST certification. Town paid benefits include: PERS employee contribution for 3%@55 plan; Town paid health allowance to cover family medical, dental, and vision care, life insurance and long term disability; uniform and equipment allowances.

DUTIES

Typical duties include, but are not limited to the following:

- Patrols an assigned area in the enforcement of law and order.
- Investigates and prepares reports on traffic collisions, criminal offenses, damage to property; interrogates suspects, interviews victims and witnesses as necessary.
- Appears in court to give testimony; transports prisoners; serves subpoenas.

BASIC REQUIREMENTS

1. Possess a valid California Certified Peace Officer Standards and Training (POST) Basic Certificate in compliance with the POST Commission procedure D-11 OR a valid Certificate of Completion of the POST Basic Course;
2. Be a U.S. Citizen or have applied for U.S. Citizenship;
3. Possess education equal to High School Graduation or equivalent (GED). If GED, must submit a copy of test scores. Candidates must have attained a score of at least 35 on each test section and an overall score of at least 45. **Note:** Successful candidates must pass a background check and medical exam (which includes a psychological component) prior to placement.

A complete copy of the class specification is available by request at the Town of San Anselmo Human Resources Department and online at www.townofsananselmo.org/hr.

TOWN OF SAN ANSELMO

The Town of San Anselmo (population 12,500; 2.8 square miles), located in Marin County is just half an hour north of San Francisco via the Golden Gate Bridge. A Mediterranean climate combined with unobstructed views of Mt. Tamalpais, make San Anselmo an especially inviting place to live. Another special characteristic of San Anselmo is its vital sense of community, demonstrated by an active and long-standing volunteer program coordinated by the Town. A five member Town Council provides direction to the Town Manager and department heads of Recreation, Police, Planning & Building, Public Works, and Library.

A wide variety of schools and universities are available in the Bay Area, and in fact, the Town is home to the San Francisco Theological Seminary (founded in 1890). Cultural events are outstanding and easily accessible. Theater groups, symphonies, ballets, concerts, galleries, shows and exhibits abound in the area. Antique collectors frequently refer to San Anselmo as the Antiques Capital of Northern California because of 30 shops with over 150 dealers. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sailboating in the nearby ocean and bays, and sheltered harbors with easy access to over 1,000 miles of inland waterways. Fishing is year-round for the avid angler, and surfing, water skiing, swimming, and beach-combing are also available. Hundreds of miles of woodland trails, forested mountains, and extensive coastlines beckon to serious hikers and casual walkers alike.

HOW TO APPLY

Application materials may be obtained by calling the Town's Job Line @ (415) 257-4118 or by logging on to the Town's web site at "www.townofsananselmo.org" and click on the "Human Resources" link at left.

All applications must be completed in full. Incomplete applications will not be considered. Resumes may be attached to applications but are not acceptable as a substitute for any portion of the application materials. Initial evaluation of applicant qualifications will be based solely on the application documents. Possession of the stated minimum qualifications does not guarantee advancement in the selection process.

Completed applications must be submitted to the Town of San Anselmo, Human Resources Department at 525 San Anselmo Ave. San Anselmo, California 94960.

SELECTION PROCEDURE

All completed application documents will be reviewed. Based on the information provided in these documents, the most qualified applicants will be invited for further examination. Depending on the number of applications received, the examination may consist of an application screening, written test, practical agility exam, oral interview or any combination of these. In compliance with the Immigration Reform Act of 1986, individuals offered employment by the Town of San Anselmo will be required to show the specified documentation as proof of authorization to work in the United States before hiring will occur.

EXAMINATION SCHEDULE

To be Determined.

APPEAL PROCEDURE

Applicants may appeal a step in the examination process by submitting a written appeal to the Town of San Anselmo Personnel Manager within ten (10) working days after the notice of results.