



INVITES APPLICATIONS FOR

## **POLICE ADMINISTRATIVE CLERK**

**CURRENT SALARY: \$4,083 - \$4,963 per month**

(Appointment may be made at any step depending on qualifications and experience)

**Application Deadline: Initial application review December 1, 2021,  
open until filled**

### **OUR COMMUNITY**

The City of Clayton (population approx. 12,083), tucked at the base of scenic Mt. Diablo in desirable Contra Costa County, offers a charming and safe small town atmosphere where residents take great pride and actively participate in their community. Clayton ranked in the Top 100 Places to Live by *Money Magazine* (2007, 2009 and 2011). Clayton borders the City of Concord to the northeast yet the remaining perimeter is surrounded by open space, rolling hills and lovely parks. Clayton City Hall/Police Department is uniquely located inside an historic winery originally built in 1885 but tastefully renovated in 1998.

### **THE DEPARTMENT**

The Clayton Police Department has a presently-authorized strength of 11 full-time sworn personnel and 2 full-time uniformed civilian employees. The Department's employees are proud of their organization and the community they serve, exhibiting a "Do the Right Thing" attitude dedicated to a community-oriented policing philosophy.

### **THE POSITION**

Under the general direction of the Police Office Coordinator and supervision by the assigned Administrative Sergeant, the Police Administrative Clerk is one of the two full-time uniformed civilian employees. The selected individual will perform a wide variety of public safety support services, including records clerk duties, taking counter reports, and providing clerical support for Clayton Police Department personnel, including its sergeants and chief.

Functions may include delivery of evidence to crime labs, filing reports at the District Attorney's Office, special event duties, emergencies and other field assignments as directed. Incumbents have significant public contact via telephone, email, correspondence and in-person discussions.

The Police Administrative Clerk provides the public with information about the City's police function, procedures and activities. Incumbents are also responsible for communicating with other public entities, law enforcement agencies, local citizens and

business owners, and the court systems. The Police Administrative Clerk position generally works a flexible day shift Monday through Friday.

## **QUALIFICATIONS**

- Must be a High School graduate (or possess a GED).
- Possess a Class C California Driver License by date of employment.

Other desirable qualifications include:

- College coursework desirable.
- Two years of office experience involving frequent public contact, preferably within a law enforcement environment.

Knowledge of or ability to learn:

- Basic California Vehicle Code, Penal Code, Government Code, Evidence Code and Public Records Act.
- Modern office equipment, computers, copiers.

## **EMPLOYMENT BENEFITS**

The City of Clayton offers an attractive employment benefit package which includes:

- Retirement: CalPERS (formula dependent on member status in CalPERS):  
The City Does not Participate in Social Security.
- Deferred Compensation: The City offers deferred compensation plans, with voluntary employee contributions only.
- Health Plans: "Cafeteria plan" with a monthly health contribution cap paid by City. The employee may apply City portion toward premiums for medical and/or dental insurance for self and/or dependents under specified conditions and categories.  
Medical: Choice of Kaiser, Blue Shield, Anthem, and/or Health Net SmartCare;(thru CalPERS)  
Dental: Available through Delta Dental
- Life Insurance and Disability: A term life insurance policy of \$50,000 is paid by the City.

- Vacation Leave: Typical accrual starts at 2 weeks up to 5 weeks annually based on longevity and increasing with years of service.
- Sick Leave: 8 hours accrued per month.
- Holidays: City observes 11 paid holidays;
- Personal Holidays: 24 hours per year.
- Bilingual pay.
- Employee Wellness Program available.
- Optional participation in a Flexible Spending Account (FSA) and Dependent Care Expense Reimbursement Account.

### **SELECTION PROCESS**

A City application is required to be completed and may be obtained online at [www.claytonca.gov](http://www.claytonca.gov)

Applications will be accepted until the position is filled. Initial screening of applications will take place on December 1, 2021, and will be based on quality of experience, education and training.

Candidates selected will be invited to participate in the designated competitive process which may include but not be limited to a professional interview panel and departmental interviews.

The selected finalist must successfully pass a Livescan fingerprint check, and a comprehensive background investigation.

Proof of COVID vaccination is a condition of initial and continued employment.

Upon appointment, the new employee must serve a probationary period during which the employee must demonstrate sufficient capacity and ability to perform the work assigned to this position.

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Qualified applicants will be considered without regard to race, color, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age (over 40), disability, medical condition, genetic information, marital status, military or veteran status, or any other legally protected status. If special accommodations are needed at any stage of the interview process, please notify the City Clerk in advance and every attempt will be made to accommodate one's request.

# # # # #