CITY OF CLAYTON

Founded 185? .. Incorporated 1964

INVITES APPLICATIONS FOR

POLICE OFFICER TRAINEE

CURRENT SALARY: $25.00 per hour

Application Deadline: OPEN UNTIL FILLED

THE COMMUNITY

The City of Clayton is an upscale bedroom community nestled at the northern foot of Mt. Diablo. It shares a common border with the City of Concord. On the remaining perimeter, Clayton is surrounded by open space and parks, which are managed by the East Bay Regional Park or Mt. Diablo State Park systems. Clayton's population is approximately 11,500 and it has grown over 50% during the past 20 years. Build out is expected to be at a population of 13,000 to 14,000. The Clayton City Hall/Police Department is uniquely located in a renovated winery, originally built in 1885. The offices are modern, comfortable, and attractive, merging Clayton's past with its active present.

THE DEPARTMENT

The Clayton Police Department has a present authorized strength of 11 full-time sworn members, 2 civilians. The Department is a generalist law enforcement agency with duties that include all aspects of police work. Sworn positions primarily work on a 3-12 schedule, and may be assigned to specialized collateral assignments such as school liaison, field training officer, traffic accident investigator, or Detective. The Department's employees take pride in their work and in the community they serve. The Police Department is dedicated to a community-oriented policing philosophy.

THE POSITION

Police Officer Trainees are assigned to attend a P.O.S.T. certified academy scheduled to begin in early 2024 (tentatively February). City will furnish tuition costs, uniforms, safety equipment and materials required at the Police Academy. Upon successful completion of the Academy, Police Officer Trainees are typically promoted to Police Officer, and begin their Field Training Program.

QUALIFICATIONS

- Be at least 20 years and 6 months of age at start of the Academy (21 years of age at completion of Police Academy in August 2024).
- A citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
- Possess a valid Class C California Driver License.
- Possess a high school diploma or equivalent (College level course work is highly desirable).
- **A copy of a valid POST Pellet-B test score of 45 or higher must be attached to the application. Visit the following website for information on where and how to take the Pellet-B test: https://www.eventbrite.com/o/post-written-tests-12025272767**.
- Must maintain current enrollment in the Police Academy for duration of employment.
- Vision correctable to 20/20 in each eye with no serious color vision deficiency.
- Able to communicate clearly both orally and in writing (Possess a demonstrable comprehension of the correct usage of spelling, grammar, and punctuation).
- Be self-motivated and able to work independently.
- Able to deal effectively with both fellow employees and members of the public.
- Typing and computer skills preferred. The Department utilizes a computer-based records and report system generated on PC and laptop computers.

WORKING CONDITIONS

The position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including heavy precipitation, and hot or cold temperatures. The position entails working in hazardous situations and may involve abusive persons, potential physical violence and the potential risk or exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions, and often work with frequent interruptions.

SELECTION PROCESS

A City application is required to be completed and may be obtained online at: www.claytonca.gov. Applications will be accepted **until the position has been filled via email to Human Resources Director Amy Walcker at** awalcker@claytonca.gov.

Initial screening of applications will be based on quality of experience, education, and training. Those selected will be subject to an interview, writing skills test, a thorough background check, a polygraph exam, a medical examination, and a psychological evaluation. Failure to successfully pass any portion of the selection process will eliminate a candidate from further consideration.

Upon completion of the Academy, the employee must successfully complete a prescribed Field Training Program and serve an 18-month probation period, during which the employee must demonstrate the ability to perform the work assigned to the position.

BENEFITS

All employees participate in the CalPERS retirement pension system. The City of Clayton offers health insurance, dental insurance, short-term and long-term disability insurance, life insurance, accidental death and dismemberment insurance, paid holidays, paid leave, and deferred compensation retirement plans. This position participates in the Miscellaneous employees CalPERS system (non-sworn). Upon promotion to a sworn officer position, an employee transitions to the public safety employees' CalPERS retirement plan.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Qualified applicants are 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. Candidates selected will be invited to participate in a panel interview process. The successful finalist must pass a Livescan/DOJ fingerprint check, a pre-employment physical examination, and a comprehensive background investigation. Upon appointment, each 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.