

PUBLIC SAFETY OFFICER I
\$16.63 to \$21.62 per hour, 20 to 40 hours per week

JOB DESCRIPTION: Under the general supervision of the Public Safety Manager, the Public Safety Officer I provides information and assistance to the public regarding law enforcement matters, enforces various provisions of the municipal code, performs necessary fieldwork, and coordinates activities with public safety personnel. Individuals with prior law enforcement experience are encouraged to apply.

TYPICAL DUTIES PERFORMED: (These examples do not include all the duties, which may be assigned; any one position may not include all the duties listed).

- Provides street sweeper parking enforcement.
- Responds to public inquiries and requests for service, answers questions regarding programs and services, and directs persons to facilities and events.
- Provides information and interpretation of City ordinances, policies, and procedures.
- Writes routine Sheriff's reports and may testify in court.
- Observes and reports code violations and hazardous conditions.
- May conduct basic crime scene investigation, taking prints and/or photos.
- May track crime problems and conduct crime analysis.
- Makes presentations to groups.
- May perform administrative support functions.
- Participates in staff meetings and in-service training as required.
- Maintains records and generates monthly reports.
- Adheres to City and departmental policies and procedures, and performs any other duties assigned.

The incumbent in this position will be an employee of the City of La Mirada and will not be a sworn officer with the Los Angeles County Sheriff's Department.

MINIMUM QUALIFICATIONS:

Background: Must be able to prove eligibility to work in the United States; pass an extensive background investigation including background questionnaire, DMV check, and fingerprinting for the disclosure of any criminal record. Must be able to pass a physical examination including drug-screening tests.

Knowledge of: Public relations practices; complaint resolution techniques; general law enforcement functions, methods and procedures; safe driving practices; report writing skills, and office methods and procedures.

Ability to: Communicate clearly and concisely, orally and in writing; follow applicable oral and written instructions; comprehend and carry out public safety policies, procedures, and regulations; maintain effective working relationships with fellow employees and the public and work within a team-based system; exercise good judgement, courtesy, and tact with the public and staff; exercise initiative and make sound decisions in accordance with established regulations and work independently, without immediate supervision; present a clean, neat appearance appropriate to successful public contact. Utilize quality customer service skills and techniques.

EXPERIENCE AND EDUCATION:

Experience: One year of experience in a law enforcement related position or in a position with public contact experience, or training as a Sheriff's Explorer, is required.

Education: Graduation from high school or the equivalent and college coursework in Criminal Justice, Social Science, Political Science or a related field is required. 832 P.O.S.T. training and computer experience is desirable.

LICENSE OR CERTIFICATE: Possession of a valid California Driver's License without suspensions prior to and throughout employment is required.

FINAL FILING DATE: OPEN UNTIL FILLED. Applications are available at City Hall, may be downloaded from the City's website at www.cityoflamirada.org, or by calling (562) 943-0131 ext. 2357. **A completed city application and supplemental questionnaire is required and must be submitted by the deadline to City of La Mirada City Hall, 13700 La Mirada Boulevard, La Mirada, California 90638.**