



# CITY OF ORLAND

INCORPORATED 1909

815 Fourth Street  
ORLAND, CALIFORNIA 95963  
Telephone (530) 865-1600  
Fax (530) 865-1632



## **PUBLIC SAFETY RECORDS CLERK**

**\$3,075 - \$3,738 Monthly** (as of July 1, 2019)

**\$3,260 - \$3,963 Monthly** (as of July 1, 2020)

A nonsworn, full-time, which, under supervision, performs a variety of tasks in support of Police and Fire and performs related duties as assigned. Works 40 hours per week, generally Mon-Fri 0800-1700 hrs (may sometimes include after-hours, weekends or holidays), sharing time between the police and fire departments.

**REPRESENTATIVE DUTIES** Under supervision, perform a variety of routine and repetitive general clerical duties relating to the handling and processing of public safety records including memos, letters, financial reports, complaints, declarations, warrants, citations, crime and traffic reports; process purchase orders; sort, file, copy and distribute various reports, citations, petitions and other materials to appropriate personnel; assemble, code, record compile and summarize a variety of police and fire record data; summarize and maintain a variety of statistical and financial reports; assist with police and fire department counter traffic and telephone reception, and in processing requests for information; to perform related work as assigned, and other duties as needed. A Public Safety Records Clerk is expected to perform assigned duties with only occasional instruction or assistance and work is normally reviewed only on completion. Adequate performance at this level requires the knowledge of general City procedures as well as knowledge of department policies and procedures.

**QUALIFICATIONS, KNOWLEDGE, AND ABILITIES** English, grammar, spelling, and basic arithmetic; and modern office methods, practices, procedures, and equipment including computer, fax/scanner/copier. Ability to speak and write effectively; establish and maintain effective working relationships with other employees and the public; work independently; reason and react effectively and maturely; comprehend and comply with verbal and written instructions; and learn to operate telephone, teletype, and radio equipment. A High School Diploma or G.E.D, and a minimum age of 18 years at time of appointment required. Must possess a valid California driver license, a good driving record, and proof of insurability.

### **SELECTION PROCESS**

1. Completion of the City of Orland's application form is required.
2. Candidates passing the application screening process will be invited to participate in a structured oral interview.
3. Names of successful candidates will be placed on an eligibility list from which a selection will be made. Final appointment will be made by the Fire and Police Chiefs.
4. Prior to being offered employment with the City of Orland, the top candidate(s) must pass an extensive background investigation and a pre-employment physical including a drug screening.

**APPLICATION PROCEDURE AND FILING DEADLINE** City application forms are available at the reception desk, Orland Police Department, 817 Fourth St. Orland CA, 95963, 530-865-1616, or online at [www.cityoforland.com](http://www.cityoforland.com). Completed and signed applications must be returned to the Orland Police Department Personnel Division, by the **FILING DEADLINE of Friday, May 1, 2020 by 5:00 p.m.**