



EMPLOYMENT OPPORTUNITY

Job Line
951.461.6020
www.murrieta.org

THE COMMUNITY

The City of Murrieta, located in southwest Riverside County, incorporated under the general laws of the State of California on July 1, 1991 and currently supports a population of over 100,000 residents. While offering affordable housing and high quality schools, the City represents a blend of dynamic growth amid the traditional values of a historic rural community dating back to the 1890's. Every resident and employee of the City has the opportunity to be an integral part in shaping the Murrieta of today, and, more important, the Murrieta of tomorrow.

SELECTION PROCEDURE

All applications will be screened on completeness, education, training, and experience. Those applicants possessing the most desirable qualifications will be invited to participate in the selection process. The Human Resources Manager, or designee, may specify the eligible candidates to participate in the examination process or any part thereof. All candidates participate in the process at their own expense.

POLICE OFFICER (LATERAL)

\$5,899.67 - \$7,171.11 per month (DOQ)

Application Deadline: Wednesday, July 15, 2015 @ 5pm

THE POSITION

Under general supervision, patrols an assigned area in the prevention of crime and enforcement of law and order; carries out special assignments related to departmental operations or law enforcement in general; conducts investigations; performs related work as assigned. This is the journey level class in the professional police class series requiring sworn peace officer status. Incumbents are assigned to any of a number of functional areas within the Police Department.

THE IDEAL CANDIDATE

The City is seeking an individual with the following professional capabilities:

Patrol, either in a vehicle or on foot, an assigned area during an assigned shift and look for indicators of possible criminal activity or threats to life and property; answer calls for police services; enforce city, county, and state laws; make field contacts and complete forms; conduct both preliminary and follow-up investigations; detect and resolve problems associated with law enforcement and/or quality of life issues; make arrests as necessary; serve warrants and subpoenas; conduct search and seizure involving people, vehicles and structures; interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; receive, search, and book prisoners; fingerprint and transport prisoners; testify and present evidence in court; write reports and field notes; attend briefings and training sessions; perform routine maintenance on assigned patrol vehicle, firearms, and other equipment; make traffic stops and issue warnings and citations; check vehicles and observe occupants; investigate scenes of vehicle accidents, provide emergency medical care as necessary, direct traffic and arrange for clearing of roadway; assist the public and answers questions; administer first aid and respond to calls for medical assistance; establish and maintain good relationships with the general public.

As required, may be assigned:

- as a training officer for new police officers
- to make presentations before a variety of public groups
- to serve as a School Resource Officer
- to work as a member of the Special Enforcement Team targeting career criminals such as gang members, drug addicts and parolees
- to serve in a Narcotic Task Force
- to direct, supervise and coordinate police officers and non-sworn employees when a sergeant is not available
- to work in a traffic enforcement detail
- to assist detectives in investigations of complex and lengthy crimes
- as a member of the DARE team, teaching in local schools

HOW TO APPLY

Application materials are available on our website at www.murrieta.org or call 951-461-6020.

A City application must be submitted to:

Human Resources Department
City of Murrieta
1 Town Square
Murrieta, California 92562
or
Employment@Murrieta.org

NOTE: Photocopies are acceptable. Resumes are encouraged but NOT accepted in lieu of completing any portion of the required application materials. Failure to submit fully completed application materials may jeopardize your opportunity for full consideration. Postmarks are NOT accepted.

Application materials should NOT be submitted in binders of any form.



www.murrieta.org

RECRUITING GUIDELINES

Working knowledge of modern practices and techniques of law enforcement, patrol, investigation, public relations, and report writing; Vehicle and Penal Codes; laws of arrest; search and seizure; rules of evidence; legal rights of citizens; court procedures.

Ability to communicate clearly and concisely, both orally and in writing; observe accurately and remember faces, numbers, incidents and places; establish and maintain effective relationships with the community; work weekends, holidays, and varying shifts; use and care of firearms and small equipment; think and act quickly in emergencies, and judge situations and people accurately; represent the City in meetings; learn, understand and interpret laws and regulations; prepare accurate and grammatically correct written reports; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; make clear and concise radio transmissions; understand and follow verbal and written directions; deal constructively with conflict and develop effective resolutions; work independently and demonstrate initiative; establish and maintain cooperative working relationships; meet the established physical requirements; meet Police Officer requirements contained in the California State Government Code.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and successful completion of a POST certified basic academy. One year of current, full-time experience as a police officer with a public agency (must have satisfactorily completed the probationary period). Preference given to applicants with patrol experience.

SPECIAL REQUIREMENTS

- Must currently be employed as a sworn officer, in good standing
- Must be at least 21 years of age
- Must successfully complete a criminal and traffic record check, background investigation, and a physical and psychological examination
- Must possess a valid Class C California driver's license and a satisfactory driving record
- Must possess a California P.O.S.T Basic Certificate or a basic course waiver from P.O.S.T. at time of application
- Must possess U.S. Citizenship at time of appointment

BENEFIT PACKAGE

Vacation, Leave & Holidays: The City provides 152 hours of annual leave and 132 hours of holiday leave.

Retirement: The City is a member of the Public Employees Retirement System (PERS). Classic PERS Members: 3%@55 and the employee pays 5.66%. New PERS Members: 2.7%@57 and the employee pays 5.66%.

Health Insurance: The City offers a variety of health plans and pays 100% of the monthly premiums up to a specified maximum

Dental & Vision Insurance: City paid for employee and family

Long Term Disability Insurance: Employee pays \$5.00/month

Life Insurance: City paid premium for a \$20,000 policy

Deferred Compensation: Employees are eligible for membership in deferred compensation plans through ICMA and Nationwide

Uniform Allowance: \$150/month

Bilingual Incentive Pay and Tuition Reimbursement

POST Certification

Advanced - \$3.00/hour

Advanced degree:

Bachelor's Degree - \$3.75/hour

Master's Degree - \$4.50/hour

City of Murrieta

1 Town Square
Murrieta, CA. 92562
(951) 304-2489
employment@murrieta.org



Employment Application

An Equal Opportunity Employer

INSTRUCTIONS: Please type or print in black ink, and answer all questions as completely as possible. Failure to complete this form (including writing "see résumé") may result in the rejection of your application. A résumé may be attached to the application, but cannot substitute for the completed application. False statements are cause for rejection, removal from eligibility list, or dismissal. This application and all attachments become the property of the City of Murrieta, and will not be returned to applicant. All information provided is subject to verification.

Position Title _____

Last Name _____ First _____ MI _____ Email Address _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Are you legally eligible to work in the United States, and can you provide evidence of your eligibility upon hire? [] Yes [] No

Are you at least eighteen (18) years of age? [] Yes [] No

Education: Did you receive a high school diploma or equivalent? [] Yes [] No

School Name: _____ Major/Subject: _____ Degrees/Certificates: _____ Graduated? Yes/No

College/University _____

Graduate School _____

Certificate/License _____ State _____ No. _____ Exp. Date _____

Summarize other special job-related skills and qualifications (from employment or other experience) that might enhance your selection for the position (i.e. bilingual, computer skills, etc.). Typing WPM _____

EXPERIENCE: Beginning with your current or most recent position, list all positions you have held during the last ten years, including military and volunteer service. Please explain any gaps in employment. Please note any specific knowledge, skills and abilities you have which apply to the current vacancy. You may use additional sheets if necessary.

Job Title _____ From: mo _____ yr _____ To: mo _____ yr _____ Total (Years & Months) _____

Name of Organization _____ Address _____ City/State/Zip _____

Type of Organization _____ Name/Title of Supervisor _____ Telephone _____

Salary: Beginning \$ _____ Ending \$ _____ [] Hr [] Mo [] Yr [] Other

Specific Duties _____

Reason for leaving previous employment? [] Voluntary [] Involuntary _____

May we contact this employer? [] Yes [] No If "no," why not? _____



Job Title _____ From: mo _____ yr _____ To: mo _____ yr _____ Total (Years & Months) _____

Name of Organization _____ Address _____ City/State/Zip _____

Type of Organization _____ Name/Title of Supervisor _____ Telephone _____

Salary: Beginning \$ _____ Ending \$ _____ [] Hr [] Mo [] Yr [] Other

Specific Duties _____

Reason for leaving previous employment? [] Voluntary [] Involuntary _____

May we contact this employer? [] Yes [] No If "no," why not? _____

Job Title _____ From: mo _____ yr _____ To: mo _____ yr _____ Total (Years & Months) _____

Name of Organization _____ Address _____ City/State/Zip _____

Type of Organization _____ Name/Title of Supervisor _____ Telephone _____

Salary: Beginning \$ _____ Ending \$ _____ [] Hr [] Mo [] Yr [] Other

Specific Duties _____

Reason for leaving previous employment? [] Voluntary [] Involuntary _____

May we contact this employer? [] Yes [] No If "no," why not? _____

Job Title _____ From: mo _____ yr _____ To: mo _____ yr _____ Total (Years & Months) _____

Name of Organization _____ Address _____ City/State/Zip _____

Type of Organization _____ Name/Title of Supervisor _____ Telephone _____

Salary: Beginning \$ _____ Ending \$ _____ [] Hr [] Mo [] Yr [] Other

Specific Duties _____

Reason for leaving previous employment? [] Voluntary [] Involuntary _____

May we contact this employer? [] Yes [] No If "no," why not? _____

Have you ever been employed by the city of Murrieta? [] Yes [] No If "yes," From _____ To _____

Have you ever been dismissed or released, or have you ever resigned to avoid discharge? [] Yes [] No

Do you have any relatives employed by the City of Murrieta? [] Yes [] No

If "yes," give name, relationship and department. This is not necessarily a basis for disqualification.

If the answer to any of the above questions is "yes," explain in detail in this space. _____

I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements and/or omissions subject me to disqualification or dismissal. All employees will be required to submit documentation in order to verify citizenship and/or eligibility to work in the United States. When applicable, applicants will also be required to submit copies of educational diplomas, etc. My signature below authorizes the City of Murrieta to verify my educational and employment references and criminal conviction records. I hereby release the City of Murrieta from any liability for the use of aforesaid information.

Signature: _____ Date: _____
