

Job Title	COMMUNITY SERVICES ASSISTANT I-II
Closing Date/Time	Friday, September 16, 2022, 4:30 PM
Salary	\$1,695.76–\$2,489.28 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Police Department - (CL)

Applications are available online beginning Friday, August 19, through 4:30 PM, Friday, September 16, 2022.

The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department.

SALARY INFORMATION:

Grade I	-	\$1,695.76–\$2,314.96 Bi-Weekly
Grade II	-	\$1,839.68–\$2,489.28 Bi-Weekly

EXAMPLES OF DUTIES: Under supervision, performs non-sworn, service-oriented duties related to law enforcement. Responds to non-emergency calls for service including, but not limited to, home/auto burglaries, non-injury traffic collisions, parking violations, and noise complaints, utilizing a department vehicle; prepares the crime, incident and traffic collision reports not requiring the expertise of a sworn officer; operates a variety of office equipment including two-way radio, computer systems, and telephone; provides information to residents and visitors including; but not limited to, Police Department procedures and crime reporting protocols; maintains records and prepares routine reports; may enforce parking control ordinances; may testify and present evidence in court and performs other related duties as required.

REQUIREMENTS TO FILE:

One (1) year of experience involving a substantial amount of public contact requiring tact and discretion in dealing with others; or one (1) year of education in criminal justice, social service, or closely related field from an accredited college or university may be substituted for the required experience.

AND

A valid motor vehicle operator license.

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

Knowledge, Skills, and Abilities

Candidates must possess all of the following abilities:

- Ability to communicate effectively orally and in writing;
- Ability to deal tactfully with the public;
- Ability to read and comprehend written material;
- Ability to organize tasks simultaneously;
- Ability to interpret and apply policies, procedures, and laws pertinent to the position; and
- Ability to operate office equipment including computer equipment, specialized software applications/programs, and assigned equipment.

Willingness to work an irregular schedule, including nights, weekends, overtime, and/or holidays may be required for some positions.

Positions in the Police Department require the ability to pass a thorough background investigation.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Written Exam	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process.

If you have not received notification of the status of your application within two weeks of close of filing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for some positions interacting with the public.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer.