



TOWN OF MORAGA POLICE DEPARTMENT
329 Rheem Boulevard, Moraga, CA 94556

The Moraga Police Department is accepting applications for the position of

Part-Time Community Services Officer (CSO)

Application Deadline is: 5:00 p.m., March 21, 2014

The Moraga Community

The Town of Moraga is an affluent suburb of approximately 16,000 residents. Moraga is located in central Contra Costa County, approximately 30 minutes from San Francisco and the Sacramento Delta area, and encompasses an area of approximately 9.5 square miles. Moraga employs a Council-Manager form of government, serving a predominantly residential community within a semi-rural setting. The public school systems which serve Moraga are highly rated within the California public school system and the Christian Brothers' Saint Mary's College is located within the Town limits. The residents of the community are actively involved in community projects and are committed to maintaining a safe and serene environment.

The Department

The Moraga Police Department, formed in 1979, has developed an excellent reputation among residents and the law enforcement community. Moraga has consistently maintained one of the lowest crime rates in California by promoting active patrol procedures and crime prevention education. The department has a current authorization for 12 sworn positions, 1 full time civilian, 1 part time clerk/typist, and 1 part time Community Service Officer. The department is also supported by dedicated reserve officers and police cadets.

Position of Community Services Officer (CSO)

The CSO is a non-sworn, civilian position assigned to the Police Department to perform a variety of police-related tasks. The primary responsibilities are to act as property officer in collecting, processing and preserving property; contacting property owners; legally disposing property; and, maintaining records related to property management and disposal. Additional duties will require the CSO to take, process and file routine reports and correspondence such as traffic counter reports, vandalism, and found property; investigate abandoned vehicles; respond to citizen concerns by phone or mail; respond to citizen requests for information and assistance; gather data and prepare statistical reports; perform fingerprinting and photography duties and related record keeping; make public presentations on crime prevention and other related subject matters; and, perform a variety of routine, non-police officer tasks in the field and office.

The CSO may occasionally conduct prisoner searches; assist officers in witness and crime scene searches; input and retrieve computer data; and, assume duties as assigned in the Emergency Operations Center.

Compensation and Benefits (Under current MOU in effect until 6/30/2015)

Salary:

Hourly Rate \$22.74 - \$27.64

1% increase effective July 1, 2014

- Leaves - 11 holidays, 2 personal holidays, vacation accrual of 120 hours for the first year, sick leave accrual of 96 hours per year, all on a pro-rated basis for part-time employees
- Health - The Town provides a full family medical and dental plan at a pro-rated basis for part-time employees.
- The Town provides pro-rated life and short and long-term disability insurance
- Retirement Plan - Employees participate in the California Public Employees Retirement System (CalPERS) – 2% @55 plan for Classic members and 2% @ 62 for New CalPERS members.
- Uniform allowance is provided.



Minimum Qualifications

- Candidates must be at least 18 years of age, have a High School diploma or G.E.D., and two (2) years work experience in the customer service or public relations, including one (1) year of recordkeeping duties; work experience in law enforcement or related agency is preferred. Any combination of education and experience will be considered work. , that demonstrate knowledge of customer service and public relations, proper grammar, record keeping procedures, and basic research and statistical methods. Must have the ability to follow written and oral instructions; to clearly communicate orally and in writing; to maintain accurate records; to learn legal guidelines pertaining to maintenance and control of evidence, to learn the policies, procedures and methods of the Police Department; to learn to operate required equipment (radios, cameras, computers, printers and Live Scan); to respond quickly and effectively in different situations; to safely operate Police Department vehicles and equipment; and, to meet and work effectively with the public and other Town employees. Must possess a valid California driver's license, and undergo an extensive background investigation.

To Apply



Application deadline: 5:00 p.m., Friday, March 21, 2014

Candidates must complete and submit a Town of Moraga application, current resume, and the Community Services Officer supplemental questionnaire. Send your packet by email to teixeira@moraga.ca.us or mail to Cheryl Teixeira, Assistant to the Chief of Police, Moraga Police Department, 329 Rheem Blvd., Moraga, CA 94556. Applications are available on the department web site at <http://police.moraga.ca.us>

Questions may be directed to Cheryl Teixeira at (925) 888-7053, or e-mailed to teixeira@moraga.ca.us

Community Services Officer Supplemental Questionnaire

1. Do you have two (2) years of experience working with the public, at least one (1) which required recordkeeping duties?
 Yes No

2. Prior work experience in law enforcement is highly desirable. Please select the box that applies to your years of experience in law enforcement:
 None
 Less than 1 Year
 1-3 Years
 4 or More Years

3. Have you ever testified in Superior Court regarding the collection of evidence?
 Yes No

4. Do you have experience in managing property and evidence?
 Yes No

5. Have you successfully completed a POST course on managing evidence in a property room?
 Yes No