

Community College Police Officer I

Ventura County Community College District

Salary: \$57,000.00 - \$78,648.00 Annually

Job Type: Classified

Job Number: 2019-01251

Location: Districtwide (Ventura County CA), CA

Department: Districtwide

Closing: 8/12/2019 11:59 PM Pacific



Description

This recruitment is being conducted to establish a list of eligible candidates that will be used to fill district-wide, current and upcoming, temporary and regular vacancies for the duration of the list, not to exceed one year. The immediate vacancy is a district wide 12-month, 100% position with College Police.

Under the direction of the Community College Police chain of command, enforce applicable federal, state, city, county and district laws, enforce rules and regulations governing use of college buildings and grounds; make arrests, write reports, testify in court, control traffic, control parking; patrol buildings, grounds and other properties of the college district; provide for the safety and protection of students, visitors, and personnel.

Representative Duties

Provide safety and protection of students, visitors and personnel; patrol buildings, grounds and other properties of the college campus. E

Issue and process traffic and parking citations according to established procedures; direct traffic on the college campuses and at special events. E

Investigate crimes and other incidents occurring on campus; make arrests, write reports as required; testify in court. E

Provide security and police services at various college functions. E

Patrol on foot or in a vehicle college properties as assigned to maintain order and prevent crime; check and secure doors, rooms and buildings and safeguard equipment; inspect for vandalism, illegal entry, theft and fire; report hazardous or unusual conditions or malfunctions; extinguish small fires as necessary. E

Respond to alarms and calls for service; apprehend violators; provide emergency first aid; check and interrogate suspicious persons. E

Receive complaints and requests for assistance from students, visitors or college personnel; contact other police and fire authorities as necessary. E

Escort campus personnel transporting college funds on campus or to off-campus repository. E

Control crowds at special events or other assemblies.

Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate. E

Perform other duties as defined in the Police Policy and Procedures Manual, Police Department general orders and policies of the College District. E

Perform other related duties as assigned.

E = Essential duties

Minimum Qualifications

Graduation from high school or evidence of equivalent educational proficiency.

LICENSES AND OTHER REQUIREMENTS:

Valid California P.O.S.T. Basic Academy certificate

Undergo and pass a physical agility test

Obtain valid California driver's license upon employment

Valid First Aid Certificate and CPR Certificates

Meet requirements of California Government Code Sections 1029, 1030, 1031 et seq.

U.S. citizen or permanent resident alien eligible for and who has applied for such citizenship

Be at least 18 years of age

Undergo and pass a subjective background investigation to determine if the candidate meets department standards

Upon receiving conditional offer of employment, pass a medical and psychological examination and meet department standards thereof

Successfully complete department field training

Undergo and pass polygraph examination

Supplemental Information

EXAMINATION AND SELECTION PROCESS:

This is an examination open to the public and current district employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by August 12, 2019.

The examination process will consist of any of the following components:

A) Written Test = Qualifying (pass/fail)

B) Technical Interview = 100% weighting on final score

Applicants must meet minimum qualifications stated by the filing deadline in order to move forward in the testing process. Those candidates who meet the minimum qualifications will be invited to the written test. Those with the highest scores on the written test will be invited to the technical interview. The examination process is subject to change as needs dictate. All communication regarding this process will be delivered via email.

WRITTEN TEST DATE AND LOCATION:

Date Range: Monday, August 19, 2019 - Friday, August 23, 2019

Location: Ventura County Community College District

761 E. Daily Drive, Suite 200

Camarillo, CA 93010

TECHNICAL INTERVIEW DATE RANGE AND LOCATION:

Date Range: Tuesday, September 3, 2019 - Friday, September 6, 2019

Location: Ventura County Community College District

761 E. Daily Drive, Suite 200
Camarillo, CA 93010

The above date is subject to change. Candidates will be notified of any scheduling changes via email.

SUBMISSION OF APPLICATION:

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications. When completing the application, outline in detail your education, training (such as classes, seminars, workshops), and experience.

All required documents must be submitted by the applicant. Human Resources Department staff will not upload your documents for you. The VCCCD does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

ELIGIBILITY LIST:

Upon completion of the examination, the eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill current vacancies for up to one year from the date of the technical interview.

PROBATIONARY PERIOD:

All appointments made from eligibility lists for initial appointment or for promotion, with certain exceptions, shall be probationary for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer. Classified management, police, and designated executive classifications shall be probationary for a period of one (1) year of paid service from initial appointment or promotion.

ACCOMMODATIONS:

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

FOREIGN DEGREES:

If you have a foreign degree and the institution from which your degree was granted is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, foreign transcript evaluation is required if the foreign degree/coursework is used to meet minimum qualifications. The foreign transcript evaluation must be included with your application materials. To search institutions that are recognized as accredited by CHEA or the U.S. Department of Education, visit <http://www.chea.org/search/search.asp> or <http://ope.ed.gov/accreditation/search.aspx>. For a list of recognized organizations providing transcript evaluation services, visit <http://www.naces.org/members.htm>.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

The Ventura County Community College District is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

To apply, please visit <https://apptrkr.com/1554052>

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