City of Alhambra
Employment Opportunities

POLICE RECRUIT

- OPEN -

APPLICATION FILING PERIOD

OPEN UNTIL FILLED.

No facsimiles or postmarks accepted. **APPLICANTS MUST SUBMIT A COMPLETED CITY APPLICATION FORM AND COPIES OF ANY RELATED EDUCATION AND/OR TRAINING DOCUMENTS CLAIMED ON THE APPLICATION.** Applications are available at Alhambra City Hall- Personnel Department-111 S. First Street-Alhambra, CA. 91801 or by calling the 24-HOUR JOBLINE (626) 570-3295.

SALARY RANGE/BENEFITS

$4,572 - $5,558 PER MONTH

In addition, the City pays 3% at 50 for retirement and 7% of the employee's contribution to the Public Employee's Retirement System (PERS). The City offers a Section 125 cafeteria benefit plan. The City does not participate in the Social Security System. City paid leave time (sick, vacation, and holiday) available in accordance with City policies.

POSITION

Under direct supervision, will be trained to perform general and specialized law enforcement work and related duties as assigned.

DUTIES

Attends a Basic P.O.S.T. Certified Police Officer Training Academy designed to provide a comprehensive overview of the Criminal Justice System and specialized training in various laws, police procedures and techniques, first aid, and physical conditioning; participates in initial departmental field training; and performs other duties as required.

This is a non-sworn police recruit classification, specifically designated to train police officer candidates for eligibility as a sworn police officer with promotion to the position of Police Officer contingent upon satisfactory completion of police academy training and meeting all other requirements. Police recruits shall not perform duties within the scope of active law enforcement service prior to appointment as a sworn police officer.

QUALIFICATION GUIDELINES

EXPERIENCE/EDUCATION: High School graduation or GED equivalent; a valid California Driver's License; minimum of 21 years of age at time of application; U.S. Citizenship or have filed application for citizenship.

MEDICAL STANDARDS: Applicants must be in good physical condition as determined by a medical examination, with weight in proportion to height, and consistent with POST guidelines for hearing and vision.

OTHER: Applicants must be of good moral character, with no felony convictions.

KNOWLEDGE AND ABILITIES:
Knowledge of: Proper English grammar and vocabulary, at least of a high school level.

Ability to: Learn to apply the technical, legal, administrative, and human principals involved in modern police work; adapt to new and varying situations involving sound judgment and mature reactions; work effectively with co-workers, supervisor, and the public; follow oral and written instructions fully and accurately; write and speak effectively, operate a motor vehicle safely. Ability to speak Spanish, Chinese (Mandarin/Cantonese), Vietnamese, or Taiwanese is desirable.

SELECTION PROCESS

Applicants must submit a completed City of Alhambra Employment Application form prior to the final filing date. Applications will be screened for qualifications and appropriate background and only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by mail as to the test date, time and location. The examination process will include the following:

Physical Agility	Qualifying	(Pass/Fail)
Written Examination	Qualifying	(Pass/Fail)
Department Interview	100%	

Candidates will be required to pass a City administered pre-employment physical, thorough background investigation, polygraph examination and medical/psychological examination as part of the Selection Process. Candidates who do not pass will be disqualified and removed from the eligibility list.

ACCOMMODATION:

Applicants with legal disabilities who require special testing arrangements ***must*** contact the Personnel Department at ***least five (5) working days prior to the examination date.***

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