

Telephone

(530) 865-1616
Fax: (530) 865-1626



JOE VLACH
Chief of Police

Property and Evidence / Records Clerk

\$3,358 - \$4,082 Monthly (as of July 1, 2021)

A nonsworn, full-time, position which, under supervision, performs a variety of tasks including maintaining Property, Evidence and Records for the Orland Police Department. Works 40 hours per week on various assigned shifts and days.

REPRESENTATIVE DUTIES Files in-custody arrest reports with the District Attorney's Office; maintains and updates the case status book; does audits on court dispositions of cases; files reports, and supplemental reports in Records Bureau; maintains and organizes photo files; assigned missing-person cases, which are not of a critical or suspicious nature; and performs other related duties as assigned; maintains property and evidence.

QUALIFICATIONS, KNOWLEDGE, AND ABILITIES Knowledge of various municipal and vehicle code sections related to parking violations; English, grammar, spelling, and basic arithmetic; and modern office methods, practices, procedures, and equipment. Ability to speak and write effectively; establish and maintain effective working relationships with other employees and the public; work independently; reason and react effectively and maturely; comprehend and comply with verbal and written instructions; and learn to operate telephone, teletype, and radio equipment. A High School Diploma or G.E.D, and a minimum age of 18 years at time of appointment required. Must possess a valid California driver license, a good driving record, and proof of insurability.

SELECTION PROCESS

1. Completion of the City of Orland's application form is required.
2. Candidates passing the application screening process will be invited to participate in a structured oral interview.
3. Names of successful candidates will be placed on an eligibility list from which a selection will be made. Final appointment will be made by the Chief of Police.
4. Prior to being offered employment with the City of Orland, the top candidate(s) must pass an extensive background investigation and a pre-employment physical including a drug screening.

APPLICATION PROCEDURE AND FILING DEADLINE City application forms are available at the reception desk, Orland Police Department, 817 Fourth St. Orland CA, 95963, 530-865-1616, or online at www.cityoforland.com. Completed and signed applications must be returned to the Orland Police Department Personnel Division, by the **FILING DEADLINE of Tuesday, December 14, 2021 by 5:00 p.m.**