

CITY OF ORLAND



Now Recruiting Property & Evidence / Records Clerk



Deadline to Apply

First review of applications:
JUNE 6, 2022

Compensation

\$19.37 - \$23.55 Per Hour
+ Standard Employee Benefits

Selection Process

Completed applications submitted by June 6, 2022 will be reviewed and interview opportunities will be granted to qualified applicants. Recruitment is on-going until an acceptable applicant is hired.

Have Questions?

Call:
(530) 865-1616
Email:

kcessna@cityoforland.com

The Position

This full-time position, under general supervision, performs a variety of tasks including maintaining Property, Evidence and Records for the Orland Police Department. Will assist in filing in-custody arrest reports with the District Attorney's Office; does audits on court disposition of cases; maintains and organizes photo files; and performs other duties as assigned.

Are We A Good Match?

Do you have the ability to:

- Understand department rules, policies, laws and regulations.
- Effectively organize and maintain a log of property and its storage location.
- Work independently with minimal direct supervision.
- Learn how to use office equipment, computer programs, telephone, and radio equipment.
- Understand how to follow oral and written directions.
- Interact with the public in a courteous, and effective manner.

Minimum Qualifications

Education/Experience:

- High School Diploma or GED equivalent.
- Possess valid Class C California Driver's License.
- 18 years old at time of hire.
- No felony convictions and ability to pass a comprehensive background.

Other Requirements Desired Qualities:

- Bilingual (English/Spanish) is highly desired.

To Apply

Submit a completed job application (available on the City's website) and resumé to Orland Police Department, 817 Fourth Street.

Employee Benefits

Retirement: PERS "Classic" employees are covered under the 2.5% at 55 retirement formula. PERS "PEPRA" employees are covered under the 2% at 62 retirement formula.

Medical: The City currently contributes to medical plans and medical GAP insurance through Blue Shield with employees paying a portion of annual increases in cost. Employees with proof of medical insurance through a spouse may opt out of City provided insurance to receive an additional stipend.

Dental/Vision: The City currently contributes 100% of the cost of premiums for Dental and Vision plans.

Vacation: Employees receive 2 weeks paid vacation per year after 1 year service, 3 weeks paid vacation per year after 6 years of service, and 4 weeks paid vacation per year after 11 years' service.

Holiday Pay: Employees receive 13 paid holidays throughout the year. An additional 3 floating holidays are provided per year.

Additional Incentives: Additional incentive pay is available for AA/AS Degree, BA/BS Degree, and bilingual skills.

Workweek: Employees work either a 40 hour work week, Monday – Friday, with occasional after-hours call-outs as needed.

Uniforms: Upon hire, a uniform will be provided by the Department. Employees in a uniformed assignment receive an additional \$100 / month in uniform allowance.

Vehicles: Employees residing within a reasonable distance from the City of Orland may be provided the use of a take-home service vehicle at the discretion of the Chief of Police.

**THE CITY OF ORLAND IS AN
EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER.**