



City of Newark Position Announcement

Special Assistant

Vehicle Abatement Officer Position

**City of Newark
Human Resources Department, 4th Floor
37101 Newark Blvd., Newark, CA 94560**

OPEN DATE: Monday, February 12, 2018

CLOSE DATE: Friday, March 30, 2018. This position will remain open until filled

THE POSITION:

SPECIAL ASSISTANT (VEHICLE ABATEMENT OFFICER) (PART-TIME)

**Part Time / Sessional / Temporary Employment Opportunity
(Approximately 20 hours per week / 1000 hours per fiscal year)**

**Salary Range
\$17.00 - \$27.00 Hourly**

This is a part-time/seasonal/temporary (PST) position in the Police Department. Under supervision, responds to complaints from the public related to abandoned vehicles; enforces municipal and vehicle codes, parking regulations; maintains records; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The position of Special Assistant (Vehicle Abatement Officer) is a non-sworn classification responsible for enforcing parking regulations, identifying, marking and tagging abandoned vehicles, and arranging for their removal. The position is distinguished from Community Services Officer in that the latter provides assistance to sworn officers by performing a variety of low risk public safety functions.

ESSENTIAL JOB FUNCTIONS

(May include, but are not limited to the following):

- Locates, marks and tags vehicles which appear to be abandoned on either public or private property.
- Conducts follow-up inspections of all previously marked vehicles to determine if vehicle should be towed; arranges and oversees towing of all abandoned vehicles.
- Prepares and maintains daily activity log and all necessary reports; enforces parking regulations and issues citations.
- Acts as a liaison with tow companies and the public.



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•Answers a wide variety of questions from the public regarding parking and related traffic laws, location of public buildings, parks and other points of interest; interacts with hostile and irate parking violators; responds to complaints from the public.

WORKING CONDITIONS

Position requires prolonged sitting, standing walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing 25 pounds and up is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

A high school diploma or GED equivalent, AND six months of public contact experience.

Knowledge of:

- Business English and an understanding of general computer programs (Microsoft Word, Adobe)
- Effective tools to work with difficult people in conflict and conflict resolution.

Ability to learn:

- Follow verbal and written instructions; tactfully communicate factual information regarding parking violations; act in a courteous and effective manner when dealing with the general public and/or irate parking violators.
- Observe and memorize names, places and incidents; read maps.
- Prepare and complete required forms, records of work, and reports describing activities, problems, incidents, and special circumstances.
- React quickly and calmly in emergency or hazardous situations and adopt an effective course of action.
- Operate standard office equipment including copiers, calculators, personal computers and radio equipment.
- Take directions and work independently as needed; work within a chain-of-command system.
- Apply judgment, discretion and initiative in performing work of average complexity.
- Apply policies and procedures consistently and in accordance with available guidelines.



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- Plan, organize, and prioritize work.
- Establish and maintain cooperative working relationships with those that may not be supportive of the actions being taken.
- Provide excellent customer service to the public and City employees.
- Observe safety principles and work in a safe manner.
- Procedures, methods, and techniques used in investigations and enforcement utilizing appropriate legal requirements and constraints.
- Purpose, principles and practices of vehicle abatement procedures.
- Specific and general provisions of the California Vehicle Code, California Penal Code, and other state laws.

Willingness to:

- Wear and maintain a uniform which includes a bullet-proof vest.
- Complete required training, including training in the use of chemical agents for personal protection.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

Desirable Qualifications:

- Ability to read and understand parking ordinances and code.
- Ability to convey meaning of parking ordinances to public.
- Ability to learn standard broadcasting procedures.
- Ability to learn related State and City ordinances; County government and other government agencies for coordinating cases involving multiple agencies.
- Ability to learn principles of investigation; criminal and civil court proceedings.
- Ability to learn computers and a variety of general and specialized programs; the use of electronic information equipment and specific systems as used within the department.

APPLICATION and SELECTION PROCESS

Application Process:

HOW TO APPLY

To be considered for this position, a complete City of Newark Employment Application must be submitted to the Human Resources Department by 5:00PM on Friday, March 30, 2018. The position will remain open until filled.

Applications are available at the Human Resources Department, 4th Floor CAB or online at <http://www.newark.org/departments/human-resources/employment-opportunities/>



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Selection Process

The selection process will consist of a review of applications to determine those applicants who are qualified. The best qualified candidates will be invited to continue in the selection process which may consist of an oral panel interview, a practical exercise and/or a written exam. Candidates will be notified by either email or phone regarding the interview process.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the final filing date for accommodation requests. All applicants must pass a Police Background Check prior to a conditional offer of employment.

At the completion of the interview, candidates will be placed in alphabetical order and within bands on the Eligible List.

Prior to receiving a conditional offer of employment, the candidate will be required to successfully complete fingerprinting and a background investigation, which will include a polygraph. Upon receiving a conditional offer of employment, the applicant must complete a City-paid pre-employment medical examination to include testing for the presence of drugs and alcohol. Applicants must be successful in all phases of the selection process to be considered for the position.

The Human Resources Department reserves the right to change the recruitment process at any time.

Information About Proof of Education

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

Additional Information

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Newark is an Equal Opportunity Employer. It is the policy of the City of Newark not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.