

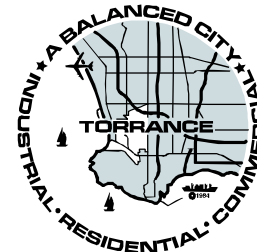
The City

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beachfront and the Madrona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.



**City of Torrance
Human Resources Department
3231 Torrance Boulevard
Torrance CA 90503**

**The
City of Torrance
Invites Applications
For
POLICE RECORDS
TECHNICIAN
Job Code 08061115**



**24-Hour Jobline
(310) 618-2969**

**jobinfo@torrnet.com
www.torrnet.com**

The Records Division of the City of Torrance Police Department supports one of the finest law enforcement agencies in Southern California. Records Division employees assist citizens of the community, other law enforcement agencies, and other City departments.

Police Records Technicians **must** be available to work four, 10-hour days per week on rotating shifts, including Saturdays, Sundays, and holidays. Shift hours are 7 a.m. to 5 p.m. (day), 12 p.m. to 10 p.m. (swing), and 9 p.m. to 7 a.m. (graveyard).*

SALARY AND BENEFITS

The salary range is **\$15.15 to \$19.34 per hour**. New employees typically start at the first step of the salary range.

*Police Records Unit employees are paid shift differentials of **5%** over base pay for swing and **7.5%** over base for graveyard shift.

*Eligible Police Records Technicians assigned to a rotating shift receive a \$0.35/hr. premium.

*Police Records Technicians assigned to the Police Records Division of the Police Department receive a premium of \$0.40/hr.

Benefits include: 100% City-paid retirement with the Public Employees Retirement System (PERS) with 2% @ 55; Family Health/Dental Insurance options; Flexible Benefits Program providing tax free options for additional medical, dental or child care expenses; Paid Vacation, Holidays, Sick Leave; Life Insurance and Deferred Compensation Plan.

Visit our benefits link at www.tornet.com, Government/Human Resources Department Employee Benefits/General Employees for more details.

POLICE RECORDS TECHNICIAN JOB CODE 08061115

REQUIREMENTS

Graduation from a high school or possession of a GED certificate and one year of experience in public contact work.

Experience performing the accurate input of data or performing clerical or administrative support is highly desirable.

DESIRABLE CANDIDATE

The ideal candidate should possess the following professional qualities:

- § Outstanding interpersonal skills
- § Knowledge of proper telephone etiquette
- § Ability to handle a fast paced work environment
- § Ability to work independently
- § Be a self-starter
- § Be adaptable to change
- § Ability to understand and adhere to rules pertaining to the confidentiality of law enforcement records

TO APPLY

Interested candidates **MUST** apply on-line at www.tornet.com. Click on "Job Opportunities" under Quick Links and then Click "Job Openings (open to the public)."

We will accept applications beginning Wednesday, June 25, 2008 at 7:30 a.m. We will receive the first 100 applications, or until Thursday, July 3, 2008, at 5:30 p.m., whichever comes first.

SELECTION PROCESS

Candidates whose training and experience best meet our requirements will be invited to a written test (weighted 35%). Candidates that achieve a passing score will be invited to the performance test (weighted 30%). Successful candidates will be invited to an oral interview (weighted 35%).

TENTATIVE TEST DATES: The written test is *tentatively* scheduled for July 31, 2008 and the performance test is *tentatively* scheduled for the week of August 18, 2008. The oral interview is *tentatively* scheduled for September 17, 2008.

SPECIAL NOTES

Questions regarding this position may be directed to: Christy Witherspoon, Police Records Administrator at cwitherspoon@tornet.com.

The eligible list resulting from this recruitment will be used to fill vacancies within the next six months.

Applicants with disabilities who require special testing arrangements **must** notify the Human Resources Department **prior** to the final application filing date.

Candidates successful on all examination parts may be required to submit to a thorough background investigation, including a polygraph, prior to being considered for hire.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

06/08/kmf