



**POLICE OFFICER  
(RECRUIT, ACADEMY ATTENDEE/GRADUATE, LATERAL)**

---

**Application materials will be accepted until the position is filled;  
the priority screening date\* is Monday, Jan 11, 2021.**

Submit Cover Letter, Résumé, a completed City of King Employment Application and Supplemental Questions by email to [amarble@kingcity.com](mailto:amarble@kingcity.com) or by mail to Human Resources, 212 S. Vanderhurst Ave., King City, CA 93930.

The application can be picked up at City Hall, the Police Department or downloaded from the King City website at <http://www.kingcity.com/employment-opportunities/current-job-openings/>. Applications without the required documents **will not** be considered.

*\*All application materials must be received by the priority screening date for a guaranteed review. Applications received after this date will be considered on a needed basis until the position is filled.*

---

**JOB DESCRIPTION**

---

<b>Job Title:</b>	Police Officer
<b>Department:</b>	Police Department
<b>Reports to:</b>	Police Sergeant
<b>Employee Type:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Salary:</b>	\$63,471.00 - \$81,009.00 annually (DOQ)

---

**DEFINITION:**

Under general supervision, performs tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws as a patrol officer; acts as lead investigator; provides traffic enforcement and control; carries out special assignments in a particular phase of police work; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Police Officer is the working level class responsible for performing the full scope of assigned law enforcement duties and responsibilities under general supervision. This classification is distinguished from the next higher position of Police Corporal in that the latter is responsible for performance of the more complex and difficult tasks, as well as the supervision of assigned law enforcement activities and serving as lead investigator. The ability to speak fluent Spanish is highly desirable.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a Police Corporal, or higher-ranking position depending upon assignment. May

provide technical supervision for assigned special programs, or as assigned officer in charge.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

Patrols assigned area by car, bicycle or on foot; perform crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances.

Enforces traffic laws; controls and directs traffic when necessary; performs crowd control, operates hand held and stationary radar devices; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administer CPR and first aid in cases of emergency; issues citations and makes arrests; transports, books and is responsible for the care and custody of detained persons.

Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer, officer in charge or in a variety of special program areas.

Assists with the acquisition and maintenance of equipment, supplies and facilities, including patrol vehicles and office equipment; schedules patrol vehicle maintenance and updates service records.

May be assigned special duties such as D.A.R.E. Officer, School Resource Officer, or Range Master.

Coordinates and conducts complete and detailed investigation of crimes against persons and property; collects, preserves, maintains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; contacts and cooperates with other law enforcement agencies as warranted.

Conducts property and building checks for burglary and other criminal activity; responds to questions, concerns and requests for service from the general public; provides information as appropriate and resolves complaints.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Police Officer. A typical way of obtaining the required qualifications is to possess a high school diploma equivalent. Prior experience in law enforcement and an Associate's Degree are desirable.

License/Certificate:

Possession of or the ability to obtain, a valid Class C California driver's license and certificate of completion of a Basic Police Academy certified by P.O.S.T and a CPR/First Aid Certificate. Specialized assignments may require additional P.O.S.T. certifications as necessary.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Operations and standard operating procedures of a Police Department; principles of crime prevention and suppression; modern law enforcement methods and procedures, including patrol, crime prevention, traffic control and investigation; technical aspects of law enforcement activities, including juvenile programs, record keeping, automated records systems, search and seizure, code violations, care and custody of persons and property; care, maintenance and operation of a variety of law enforcement equipment; applicable federal, state and local laws, office procedures, practices and equipment; basic principles of law enforcement information systems, including computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Gather, analyze, and evaluate facts and evidence to be able to reach sound conclusions; act quickly and calmly in emergency situations; function with a significant degree of independence; meet standards for physical endurance, agility, health and vision; work flexible hours including weekends and split shifts; interpret, explain and apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a wide variety of law enforcement equipment, firearms, and a police vehicle in emergency situations; operate an office computer and a variety of word processing and software applications.

---

**SELECTION PROCEDURE:**

To assure maximum objectivity in making the selection, the following selection procedure will be followed:

1. All applications will be reviewed to select qualified applicants for testing.
2. A written and/or oral examination will be administered to the qualified applicants.
3. The top candidates will be submitted to the Chief of Police, whose choice for the position will be final.

---

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

**The City of King is an Equal Employment Opportunity Employer and encourages minorities, women, and persons with disabilities to apply. Should you require any accommodation for testing due to a disability, please call the Human Resources Office at (831) 385-3281.**