



City of Duarte

IS ACCEPTING APPLICATIONS FOR:

COMMUNITY SERVICES OFFICER

Part-Time Temporary

WAGES:	\$16.13 - \$19.87 per hour
POSITION SUMMARY:	Under the supervision of the Public Safety Manager, performs non-sworn community safety assignments, provides information and assistance to the public regarding law enforcement matters, enforces various provisions of the municipal code and vehicle code, and assists public safety personnel.
MINIMUM QUALIFICATIONS:	Applicants must be at least 18 years of age. Must have high school diploma or equivalent. College coursework in criminal justice or related field, prior law enforcement experience and/or participation in Sheriff's Explorer Program are desirable. Willingness and ability to work flexible hours, including evenings and weekends. Current available shifts: 12-24 hours per week, 8 hour shifts per day, Monday-Saturday (7:00 a.m. – 3:00 p.m., 3:00 p.m. – 11:00 p.m.)
LICENSES AND CERTIFICATES:	Possession of a valid California driver's license is required by the date of hire. Must complete a personal background questionnaire and pass an extensive background investigation.
APPLICATION PROCEDURE:	Candidates must complete a City of Duarte application; application plus any additional materials must be received by the Human Resources Office at City Hall by 6:00 p.m. on Tuesday, May 9, 2017 . Applications are available on the City's website and at City Hall. <i>Faxed or emailed applications and/or resumes are not accepted.</i>

If you have any questions regarding the position please contact:

City of Duarte Public Safety Department
Larry Breceda, Public Safety Manager