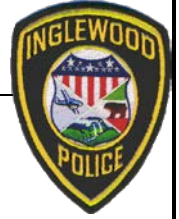




CITY OF INGLEWOOD

Human Resources Department



Announces a Part-Time Opportunity for: **SPECIAL ENFORCEMENT OFFICER**

| HOURLY | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|--------|---------|---------|---------|---------|---------|---------|---------|
| SALARY | \$13.48 | \$14.17 | \$14.89 | \$15.65 | \$16.45 | \$17.29 | \$18.18 |

JOB SUMMARY

Under close supervision, enforces parking laws and State Vehicle Codes; provides traffic control assistance to the Police; patrols City streets and parking meter areas for parking violations or abandoned vehicles; issues parking citations and notices; receives and responds to radio calls from police dispatch to abandoned vehicles, stolen vehicles and parking violations; directs traffic at traffic accidents, fires, signal repairs and street closures. Completes daily logs of activities and reports equipment usage; checks and maintains assigned work vehicles; assists citizens with parking complaints or inquiries; assists citizens with the issuance of residential parking permits, administrative hearings and citation dismissals; and assists police department with post storage hearings. Incumbents in this position will be required to work any shift, holidays and weekends, in emergencies, and inclement weather as necessary.

MINIMUM QUALIFICATIONS

A high school diploma or equivalent AND some experience in parking citation or code enforcement or equivalent combination of education and experience as determined by the hiring department. Must possess at the time of application and maintain a valid CA Driver's License. Applicants for this must be knowledgeable of CA Vehicle Codes and related Municipal Codes, traffic control methods and procedures, City policies and procedures, and effective conflict management techniques. Skilled in interpreting and enforcing Vehicle and Municipal Codes, following and providing oral and written instructions, and establishing and maintaining positive and productive working relationships with both external and internal clients.

TO APPLY

Interested parties must complete an official City Application detailing qualifying experience and submit your application materials to Human Resources Department no later than **Thursday, October 11, 2012 @ 5:00 p.m.**

THE HIRING PROCESS begins with a thorough evaluation of all applications submitted. Applications may be rejected at this phase of the process due to inaccurate or incomplete information submitted on the city's official job application. Applications best meeting city needs will be invited to participate in the selection process for this position.

The Selection Process for this position will consist of a written exam and departmental panel interview. The top 25 scores on the written exam will have their name forwarded to the police department to participate in a panel interview with subject matter experts in the field. Individuals who are successful in the panel interview will be invited to participate in the Police Background Investigation Process.

A thorough background investigation may include but is not limited to polygraph, medical, and psychological examination, employment history, education, criminal history, financial standing. This investigation will be conducted prior to all appointments. Successful completion of the background review process will result in an offer of employment.

PART-TIME EMPLOYMENT

Part-time employees are considered "At-Will" and may be terminated with or without cause based on the City's needs. Employees in part-time status can work up to 1000 hours between July 1 and June 30 each year. Nothing contained on this job announcement shall be construed as guaranteeing any part-time or permanent part-time employee a minimum number of hours per day, days per week, weeks per year or any other guarantee of work.

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after 1986 must verify identity and entitlement to work in the United States by providing required documentation such as a valid CA Driver's License and Social Security Card. The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal opportunities regardless of Race, Color, Disability, Sex, Religion, Age or National Origin.

OPENS: 10/01/12

REC NO. 01/2012-13