

RESERVE POLICE OFFICER LEVEL III AND II

SALARY: \$75 Per Month
(Plus City Pays for uniforms and equipment)

REPRESENTATIVE DUTIES

Voluntary, part-time assignment, assisting regular Police Officers in full range of responsibilities (dependent upon level of training and departmental orientation). May work special "plain-clothes" assignments and other "paid-duty" details. May be assigned dispatcher or clerical duties.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

KNOWLEDGE OF: Proper English usage, vocabulary, written communications, report writing, and record keeping.

ABILITY TO: Learn laws of arrest and pertinent local, state, and other laws and codes; learn use and care of automobiles, motorcycles, and small firearms; observe and have recall for names and faces, and judge situations and persons accurately; learn radio and dispatching systems; learn investigative techniques; work cooperatively with other employees and public; work effectively without supervision; and meet California Commission of Police Officer Standards and Training (POST) minimum standards.

EDUCATION/LICENSEES/OTHER: Graduation from high school or GED; height and weight proportional; normal hearing; minimum age of 18 at time of appointment; valid California driver's license; and United States citizenship required. Completion of the following California Commission on Peace Officer Standards and Training (POST) courses are required.

Courses required by POST are:

- Completion of Level III Reserve Officer
- Completion of, or current enrolment in, Level II Reserve Officer
or a Basic POST Academy

SELECTION PROCESS

1. Completion of Montclair's application form is required. **A copy of your Basic POST Academy Certificate or Level III and II Reserve course completion certificates MUST be attached to your application. If you are currently enrolled in Level II, please make note of that on your application.**
2. When a significant number of applications have been received, and the need for Reserve Police Officers exists, candidates meeting above qualifications will be invited to participate in a structured oral interview.
3. Successful candidates will be required to pass a thorough background investigation which includes a psychological examination, medical examination, and a polygraph evaluation prior to being employed.
4. Names of successful candidates will be placed on an eligibility list from which selections will be made. Final appointments will be made by the City Manager, upon the recommendation of the Police Chief.

APPLICATION PROCEDURE

City application forms are available at the reception desk, City Hall, 5111 Benito Street, Montclair, California 91763. Completed and signed applications must be returned to City Hall. For further information, call (909) 626-8571.

Filing Deadline: Application accepted on a continuous basis.