



The City of Morro Bay is recruiting for
***Support Services Technician/
Training Coordinator***
\$48,044 - \$58,398 annual pay
With Excellent benefits

ABOUT THE CITY

Incorporated in 1964, Morro Bay is a general law City located on California's Central Coast, halfway between San Francisco and Los Angeles on Scenic Highway 1. With a population of 10,000, the City has the City Council/Manager form of government. Morro Bay is blessed with a temperate year-round climate, which makes it an ideal location for a variety of recreational activities. The atmosphere offers residents the peaceful tranquility of a coastal fishing village within close proximity to metropolitan areas.

ABOUT THE DEPARTMENT

The Morro Bay Police Department stands behind their Mission Statement, "To provide the highest level of police services in partnership with our community." Our members are proud to honor their obligations and responsibility to protect the health and welfare of the public. The Department has an excellent reputation in the community and enjoys great community support. A strong Volunteer force assists the Department in all facets of operations. Morro Bay is fully dedicated to the philosophy of Community Policing.

ABOUT THE POSITION

This recruitment is to fill one vacancy. Under general supervision, performs a wide variety of police-related clerical and recordkeeping and training duties; collects, indexes, processes, maintains, retrieves, copies, distributes and updates confidential police records and reports; provides requested information to law enforcement personnel and the public, as appropriate; works within a police department setting and is required to type crime reports which may contain extremely unpleasant or offensive material; responsible for maintaining the confidentiality of highly sensitive information in strict compliance with established codes, rules, and regulations; arrange in-house training including briefing training, POST DVD's, etc., prepare training bulletins and maintain department training files; maintain and update the department master training plan under the supervision of the training sergeant ; and performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge of: Modern office procedures, practices and equipment; English usage, spelling, grammar and punctuation; recordkeeping principals and procedures; computer programs and word processing applications as they relate to area assigned; basic math; filing and indexing methods; receptionist and telephone techniques; customer service.

Ability to: Perform a variety of responsible and sensitive clerical work and maintain the confidentiality of information as prescribed by law; understand and carry out oral and written directions; identify with Department and City goals and objectives, and understand City priorities and needs; assemble data and prepare reports; multi-task; learn and apply rules, regulations and policies applicable to the area assigned; make accurate mathematical calculations; operate a personal computer and use applicable software programs; operate standard office equipment/machines such as copier, typewriter, scanner and facsimile; communicate effectively, both orally and in writing; interact with the public with courtesy and tact.; establish and maintain effective relationships with those contacted in the course of work; read and write at the level required for successful job performance.

Special Requirements: High school diploma or its equivalent; one-year experience performing responsible clerical duties to include some public contact work; California Class C driver's license.

BENEFITS

Retirement: *New Member* PERS 3rd Tier 2.0% @ 62 (PEPRA) average of highest 36 months; sick leave credit; employee pays 50% of member's contribution.

Classis Member 2nd Tier PERS Members: 2% @60 employees also receive the PERS sick leave credit option and can purchase military credit.

Insurance: The City has a cafeteria-style health benefits program through PERS with a contribution of up to \$1460/family; dental, life and vision programs are also offered with a maximum City contribution of \$176.67/family.

Conditions of Employment: Employees in this classification are under an Agency Shop agreement that an employee may join with the Service Employees' International Union Local 620.

APPLICATION PROCESS

Applications may be obtained on the City's website at www.morrobayca.gov. A City job application **MUST** be filled out **COMPLETELY** and submitted to Igoforth@morrobayca.gov. A resume will **NOT** be accepted in lieu of filing a City application but may be attached as additional information.

SELECTION PROCESS

All applications received will be reviewed for completeness and job-related qualifications. Those candidates possessing the most desirable qualifications will be invited to participate in the selection process. The successful candidate must pass the City's pre-employment physical standards and background check.

Please contact the City of Morro Bay Human Resources Office if you need special accommodation due to a physical or mental disability to participate in this selection process.

FINAL FILING DATE:

**Wednesday, April 21, 2021 BY
By 5:00PM**

EQUAL OPPORTUNITY EMPLOYER