



JOIN OUR POLICE DEPARTMENT'S TEAM!



We're looking for someone to join our team as a:
POLICE RECORDS CLERK

40 HOURS PER WEEK; \$17.69 - \$22.57 PER HOUR (DOQ)

PLUS A 7% COLA EFFECTIVE JULY 1, 2025

**5% SPANISH/ENGLISH BILINGUAL INCENTIVE PAY AFTER PASSING BILINGUAL TEST
APPLICATIONS ACCEPTED UNTIL VACANCY IS FILLED**

PRIMARY RESPONSIBILITIES:

This position involves collecting, collating, retaining, and controlling departmental documents and reports. It requires entering, inquiring, and retrieving information from records management systems and related databases. The position includes providing a variety of services to the public, such as handling monetary transactions, answering complex questions, and maintaining positive customer relations.

Maintaining and updating statistical records required by State and Federal government, such as traffic and crime reports, is also part of the role. Additionally, it involves registering and tracking criminal offenders, obtaining DNA, photos, and fingerprints in accordance with State law, and conducting records audits and verifications as required by departmental and legal guidelines.

Other responsibilities include providing LiveScan and inked fingerprinting services, managing warrants and subpoenas, and acting as a liaison between the courts and Police Department. Coordination of various departmental tasks, ordering office supplies, and supporting general public inquiries are also required. The role demands collaboration within a team environment and adherence to the City's and Police Department's mission and values, with the flexibility to perform related duties as assigned.

Applications can be mailed/dropped off to:

City Hall
Attn: Human Resources
643 Quince Street
Mendota, CA 93640

Applications can be emailed to:

jennifer@cityofmendota.com

QUALIFICATIONS:

The City is seeking a highly ethical and professional Police Records Clerk. The position requires skills in critical thinking, problem solving, and clear communication, both orally and in writing. It involves using initiative and sound independent judgment, handling transactions, and interacting with the public effectively and courteously. Additionally, the role requires preparing clear and concise written materials, researching and compiling information, and performing moderate clerical work. Typing proficiency and the ability to maintain complex records management systems are also essential.

Education:

- High school diploma or equivalent is required
- College degree is highly desired

Experience/License/Certificate:

- Any combination of training and experience which demonstrates ability to perform the duties as described.
- No record of arrest or conviction that may impair candidate's ability to perform required duties.

SELECTION PROCESS:

Only the most qualified applicants will be considered. Qualifications are determined based on submission of an Employment Application. The City Manager, upon recommendation of the department head, will make the final selection and appointment for this position.

The examination process may consist of the following parts:

- Application Package Review- Qualifying Only
- Oral Interview- Pass/Fail

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT CITY HALL:

 559-655-3291

 <https://www.cityofmendota.com/employment/>

BENEFITS AND COMPENSATION

HEALTH, DENTAL, AND VISION INSURANCE:

The City offers medical insurance to its employees and dependents, and the City contributes up to following monthly caps towards the monthly premium cost:

Employee Only (\$500)
Employee and Spouse (\$1,050)
Employee and Children (\$750)
Family (\$1,250)

If an employee has health insurance from another source the employee may elect to receive payment in lieu of coverage in the amount of \$500 per month.

Employee and dependent dental, vision, and orthodontia coverage is paid by the City at 100%.

RETIREMENT:

CalPERS: The benefit contract in effect between the City of Mendota and the Public Employees Retirement System (PERS) on behalf of eligible permanent full-time employees is 2% at age 62. The employee will make the full employee contribution to the plan and the City will make the full employer contribution to the plan.

All new employees hired on or after January 1, 2013 are new Miscellaneous members of Public Employees Retirement System (PERS), pursuant to the Public Employee's Pension Reform Act (PEPRA) of 2013, the City shall provide the PERS Miscellaneous 2% @ 62 Retirement Plan.

All PERS contribution paid by the employees shall be paid on a pre-tax basis as per IRS code.

401(k) Plan: The City offers Pre- and After-Tax (Roth) options for employees to participate in at their own discretion.

VOLUNTARY BENEFITS:

The City of Mendota offers voluntary benefits through Colonial Life, AFLAC and Mutual of Omaha.

DISABILITY LIFE ACCIDENT LIFE HOSPITAL ACCIDENT CANCER

LIFE INSURANCE:

The City provides a \$25,000 life and accidental death and dismemberment policy.

SHORT AND LONG TERM DISABILITY:

The premiums are paid for by the City of Mendota. Benefits are equivalent to 60% of pre-tax monthly earnings.

EMPLOYEE ASSISTANCE PROGRAM (EAP):

This benefit is a free, confidential service to help you and/or members of your household to deal with life issues. Available to you is free counseling, stress management, support with emotional issues, grief/loss, legal assistance, financial guidance, resources for elder care & childcare, substance abuse, smoking cessation, and critical incident counseling.

PAID LEAVE:

The City of Mendota offers a generous paid leave program, including paid holidays, sick leave, and vacation.

City Observed Paid Holidays: 16 days per year

Floating Holiday: 1 day of choice per fiscal year

Sick Leave: Starting at 12 days per year

Vacation: Starting at 10 days per year

HOURLY PAY STEP SCHEDULE:

Step 1: \$17.6855

Step 2: \$18.5698

Step 3: \$19.4983

Step 4: \$20.4732

Step 5: \$21.4968

Step 6: \$22.5717

The City of Mendota is an Equal Opportunity Employer. Women, minorities and people with disabilities are encouraged to apply. In compliance with the Americans with Disabilities Act, the City of Mendota will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.