

Employment Opportunity



PUBLIC SAFETY RECORDS & EVIDENCE SUPERVISOR

Open Until Filled



Full Time Position
\$5,955 to \$7,252/month
DOQ

Attractive Benefits Package



“To provide the communities of Corte Madera, Larkspur and San Anselmo with the highest quality of police services - Services that meet present and future community expectations.”

The Communities We Serve

The Central Marin Police Authority serves a population of approximately 35,000 residents from the communities of City of Larkspur, Town of Corte Madera and Town of San Anselmo. Located by Mt. Tamalpais in Marin County, north of San Francisco, these communities enjoy a small town atmosphere and outdoor lifestyle.

Central Marin Police Authority

The Central Marin Police Authority was established in January 2013 and operates under a joint powers agreement forming the Police Authority. There is a total of 57 personnel consisting of 42 sworn peace officers, 5 full-time civilian employees and 11 part-time employees.

CMPA operates out of a newly built police facility with modern equipment including touch screen integrated mobile computers in all patrol vehicles and state of the art communications. CMPA has Patrol and Traffic Divisions, Investigations, and a Special Response Team.

Definition: This is a civilian position responsible for the supervision and effective operation of the Central Marin Police Authority's Records and Evidence operations, including business office, evidence and records, non-patrol cadets and volunteer staff. The incumbent exercises independent judgment consistent with current laws, case law, and defined policies and regulations.

Examples of Duties

- Supervises, trains, mentors, counsels and evaluates subordinate personnel
- Maintains security of police records, property and evidence; ensures information and items are handled in accordance with current laws, regulations, and departmental policies and procedures
- Develops and implements goals & objectives, policies & procedures, and performance standards for work unit
- Responsible for multiple automated systems such as CAD/RMS system, CLETS, etc.
- Perform related duties as required

For more information contact Janet Thiessen, HR Manager, at the Central Marin Police Authority at recruiting@centralmarinpolice.org, (209) 321-3936, or centralmarinpolice.org

EMPLOYMENT STANDARDS

Knowledge of: Principles, practices and operation of manual and automated records management for municipal law enforcement; standard communication procedures and rules regarding FCC; statutory/case laws and ordinances related to criminal history information, intelligence information, evidence, property, and records; knowledge of California laws, regulations, policies and procedures related to Public Records Act; State and Federal regulations regarding criminal history, criminal intelligence, records retention, distribution and destruction; pertinent Federal, State and local laws, codes, and regulations; principles of modern supervision, training, employee appraisal, discipline and development; information technology, computers, office equipment, typing, and related software applications (e.g., Word, Excel, Outlook, PowerPoint, etc.)

Ability to: Work days and occasional evenings and weekends as needed; maintain confidentiality; train and supervise personnel; communicate effectively both verbally and in writing, establish and maintain effective and cooperative relationships with the public and fellow employees, understand and carry out verbal and written instructions, maintain accurate records and files, make arithmetic calculations quickly and accurately, process and file documents, read and understand laws/ordinances/CMPA policies/rules/instructions, analyze situations and adopt an effective course of action, and operate an automobile safely and according to traffic laws and rules.

Education and Experience: High school diploma or equivalent, preferably supplemented by 60 hours college level coursework. Five years related experience and/or training in records, evidence, or equivalent combination of education and experience, with at least two years in a lead or supervisory capacity is preferred. Valid CA drivers license required upon appointment.

QUALIFICATIONS

Thorough background investigation, including criminal history check, polygraph or similar process, medical and drug screening. No felony convictions. Must be a U.S. Citizen or permanent resident alien with a citizenship application completed within past year.

APPLICATION INSTRUCTIONS

Applications and information may be obtained from the Central Marin Police Authority website:

<http://www.centralmarinpolice.org>

All application packets may be returned by email to:

recruiting@centralmarinpolice.org

or to jthiessen@centralmarinpolice.org



OPEN UNTIL FILLED

***First Review of applications
scheduled for June 14, 2021***

APPLICATION AND SELECTION PROCESS

Applicants should review the detailed job description available on the Central Marin Police Authority website. Applicants must submit a completed job application, cover letter, and current resume. Incomplete application packages will result in no further consideration. After initial screening of application materials, best qualified candidates will be invited to an oral interview. The oral interview is designed to measure the job-related knowledge, skills, and abilities deemed critical to successful job performance. (Weighted 100%) Candidates whose names are placed on the eligibility list must undergo an extensive background investigation and fingerprinting prior to appointment.

Questions can be directed to Janet Thiessen, Human Resources Manager at:

**recruiting@centralmarinpolice.org
EQUAL EMPLOYMENT OPPORTUNITY/
ADA**

Qualified applicants are considered without regard to race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, ancestry, age, disability, pregnancy, genetic information, veteran status, marital status, or disability.

In accordance with the Federal Americans with Disabilities Act (ADA), if reasonable accommodations are necessary at any stage of the selection process, applicants must notify CMA at the time the employment application is filed.