



EMPLOYMENT OPPORTUNITY

ABANDONED VEHICLE ABATEMENT OFFICER

\$12.20 per hour

*This is a Part-time position and is not eligible
for City benefits other than those mandated by Federal and State Law.*

OPEN: Monday, November 14, 2016

CLOSING DATE: Wednesday, November 23, 2016

(Or until a sufficient amount of qualified applicants are received)

APPLY ONLINE NOW! Visit www.CalOPPs.org.

Incomplete applications, or resumes in lieu of the official CalOpps Employment Application will not be considered.

For a detailed job description, please visit <http://www.ci.ceres.ca.us>



THE POSITION

Performs work to address abandoned vehicle abatement and occasional property maintenance issues within the City. This is a part-time (about 16 hours per week), non-regular, grant-funded at-will position. The position receives general supervision from an assigned supervisor.

EXAMPLES OF DUTIES

Respond to and investigate complaints either from the public or self-initiated of abandoned vehicles within city limits. Take appropriate and authorized action to abate abandoned vehicles per state and local regulations. Prepare reports and provide statistics or other documents as necessary for program reporting. Provide assistance with other property maintenance and blight mitigation activities.

REQUIREMENT

- License or Certificate: Possession of a valid California driver's license.
- Tools and Equipment Used: Ability to use an Automobile radio, telecommunication devices, and computers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee may occasionally lift and/or move up to and including 25 pounds unassisted. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and be exposed to vehicle exhaust emissions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

EXAMINATION PROCESS

Applications will be evaluated and scored on a continuous basis until a sufficient number of candidates achieve a passing score, at which time, the application process will be closed. The City will screen for those applicants who possess the desirable qualifications. Those who receive the highest scores will be contacted in writing and invited to an interview. The successful candidate will advance to the selection process, which includes a required post-offer examination.

SELECTION PROCESS

Offers of employment may be subject to successful completion of a pre-employment background check, fingerprint clearance, and a physical examination. The I-9 verification form designated by Immigration and Naturalization Service is required to certify eligibility for employment in the United States.

AMERICANS WITH DISABILITIES ACT

If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the examinations administered by the City of Ceres, you must notify the Human Resources Department in writing by the final filing date for the specific job. Official documentation of your functional limitations to support your request may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY**