CITY OF HAWTHORNE
Human Resources Division
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.com
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

POLICE OFFICER – ENTRY LEVEL RECRUIT

(CLASSIFIED)
(OPEN-COMPETITIVE)

SALARY: **$4,863 per month**

Opens: **Tuesday, October 1st, 2013**
Closes: **Tuesday, December 1st by 4:00 pm *OR***
the First 300 applications are received.
(No faxes, postmarks, or emails accepted)

THE POSITION

The Hawthorne Police Department is a very active, full service agency located in the southwest area of Los Angeles County. The men and women who work for the Hawthorne Police Department can expect to be exposed to any number of special assignments and receive specialized training in a variety of areas. The Hawthorne Police Department participates in long and short-term multi jurisdictional task force operations and enjoys a reputation as a hardworking department with strong ties to neighboring and allied agencies. *This position requires the ability to work shift work, evening hours, holidays and weekends*.

MINIMUM QUALIFICATIONS

- **Any candidate who failed or fails to pass any portion of the background investigation process will have to wait a minimum of 6 months to re-apply.**
- EDUCATION: High School graduation or possession of a G.E.D. Graduation from an accredited college or university is highly desired.
- AGE: Minimum age of 20 ½.
- HEARING: Normal & uncorrected.
- VISION: Minimum 20/80 uncorrected; corrected to 10/30; must be free from tunnel vision or color blindness in both eyes.
- WEIGHT: Proportional to height.
- CITIZENSHIP: Must meet POST citizen requirements (you must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship).
- VALID CALIFORNIA DRIVER'S LICENSE is required at the time of appointment.

APPLICANT INFORMATION

Applicants must file a complete and concise City of Hawthorne application. A required city application may be obtained online at www.cityofhawthorne.com, in person from the Human Resources Division – 4455 W. 126th Street, Hawthorne, CA 90250 – or by calling (310) 349-2950. Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application. All application materials must be submitted to the Human Resources Division by the final filing date and time. The City of Hawthorne is not responsible for deliveries made by the U.S. Postal Service or any private courier service. Applications arriving after the approved filing date will not be accepted.

TESTING

The testing process will consist of a written evaluation (multiple choice & essay component: candidate must pass both components) – (weighted 40%); a physical agility test (**passing score of 282 points**); and an oral interview (weighted 60%). Candidates must pass each test phase in order to advance in the examination process. Scores may be calculated using conversion formulas. Candidates will be notified of examination dates either by mail, telephone and/or email.

RECRUITMENT PROCESS

Application Procedure: A City application is required for every position applied for and must be filled out completely, showing clearly that the minimum qualifications are met. All statements are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. Applicants will be notified by mail of all actions taken with regard to their application.

EMPLOYEE BENEFITS

The City of Hawthorne benefit package includes Employer paid Public Employees' Retirement System (CalPERS); City employees do not participate in Social Security; Bilingual Pay; Educational reimbursement; Savings & loan services available through Kinecta Federal Credit Union; Section 125 and Deferred Compensation Plans; up to 100% paid medical, dental, and vision insurance; basic life insurance coverage of $50,000; Education incentive program; Physical fitness incentive programs; Special assignment bonuses.

EMPLOYMENT INFORMATION

All employment offers are conditional based upon the successful completion of a City paid pre-employment background investigation (including a polygraph examination), a medical exam, drug screening, fingerprint processing (criminal record check), and a psychological evaluation.

Disabled applicants requiring special testing arrangements should contact the Human Resources Division prior to the final filing date.

The Immigration Reform and Control Act of 1986 requires all new employees to show proof of their legal right to work in the United States at the time of hire. Original documentation is required as proof.

Proof of a valid California Driver's License will be required if the operation of a motor vehicle is required in carrying out the duties of the position.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

ABOUT THE CITY

Proudly Serving the Community for 80 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

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