



CITY OF PACIFIC

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CITY OF PACIFIC

Employment Opportunity

The Pacific Civil Service Commission will be conducting an examination for the classified Civil Service of the Pacific Police Department. The examination will be to fill a vacancy and to create an eligibility list for the position of Evidence Custodian.

Position: Evidence Custodian
Salary: \$3607 - \$4297 per month plus benefits
Opening Date: May 18, 2016 9:00 a.m.
Closing Date: June 30, 2016 4:00 p.m.

Applications must be received at the Pacific City Hall by this date and time.
No faxed or emailed applications accepted.

To Apply: Obtain an application packet at Pacific City Hall, 100 3rd Ave. SE, Pacific, WA 98047
9:00 am until 4:00 pm Monday through Friday.
To request an application by email, contact Gail Bennett, Civil Service Secretary, at gbennett@ci.pacific.wa.us
This particular application packet cannot be downloaded from the City of Pacific Website.

General Purpose:

This is a full time office position. The regular work schedule is four ten-hour days, but may be changed to an alternate schedule at the discretion of the Chief of Police. Under the supervision of the Lieutenant or designee, the Evidence Custodian receives, preserves, catalogs, stores and disposes of items and property seized as evidence for criminal prosecution and maintains related records and files. The position requires working with a variety of people including the general public, other law enforcement agencies, prosecutors, and courts.

Minimum Qualifications:

Citizen of the United States
At least 21 years of age
Have not been convicted of any felony or any disqualifying misdemeanor
High School diploma or equivalent
Possess a valid Washington State Driver's License
Two years of college and/or business school with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.

Two years of related work experience, preferably in a Criminal Justice Agency.
Experience with Microsoft Word, Windows, Microsoft Outlook

The duties and responsibilities for this position are shown on the attached job description.

Physical Requirements:

Employee must be able to maneuver in an office environment. The employee is sometimes required to lift/move objects weighing up to 20 pounds. The employee may experience prolonged visual exposure to a computer monitor. This position requires manual dexterity sufficient to efficiently operate a computer keyboard and accurately transfer information from one data base to another with a high degree of accuracy. Employee must be able to hear audible alarms and to verbally communicate by two-way radio and telephone.

Application Procedure:

1. Complete the application packet and return it to Pacific City Hall by the closing date and time.
2. You must also attach a one-page resume with your returned application.

Examination Process:

Skills Inventory Assessment:

The skills inventory form is included in your application packet. An assessment of your qualifications as described on the skills inventory form along with the general application and your one-page resume will be used to determine if you will be invited for an interview.

The applications will be screened and up to 10 applicants will be scheduled for the oral board interview. You will be notified by email if you are selected to participate in the oral board interview.

The interview is 100% of your test score. If you pass the interview, you will be placed on an eligibility list in rank order. The minimum passing score for the interview is 75%. Veterans' preference credit will be added to the final passing test score if you are eligible to receive the credit.

Background Investigation:

Hiring will be contingent upon passing a thorough background investigation including, polygraph, driving record, drug and alcohol use and psychological evaluation.

The City of Pacific is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, veteran status, or disability.