

Pacific Civil Service Commission
100 3rd Ave. SE
Pacific, WA 98047
(253) 929-1125

CITY OF PACIFIC Employment Opportunity

The City of 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 Police Specialist II.

Position: POLICE SPECIALIST II

Salary: \$3,544 - \$4,109 per month plus benefits

Opening Date: June 3, 2015 9:00 a.m.

Closing Date: July 8, 2015 4:00 p.m. Applications may be hand delivered or mailed and must be received at Pacific City Hall by the closing date/time. No Faxed or emailed applications will be accepted.

To Apply: Applications available at Pacific City Hall, 100 3rd Ave. SE, Pacific, WA 98047 from 9:00 a.m. until 4:30 p.m. Monday through Friday or email Gail Bennett at gbennett@ci.pacific.wa.us to request an application by email, or call (253) 929-1125 to request an application by mail.

General Purpose:

This is a full time office/clerical 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/Public Safety Director. Under the supervision of the Lieutenant or designee, the Police Specialist is responsible for handling sensitive and confidential information. A variety of duties are performed in support of police operations. This is a fair labor standards act non-exempt position. Civil Service Rules of the City apply and membership in the union (or its legal alternative) is required.

Minimum Qualifications:

Citizen of the United States
Be at least 21 years of age
Have not been convicted of any felony or any disqualifying misdemeanor
High School diploma or equivalent
Two years of college or business school
Possess a valid Washington State Drivers License
At least one-year experience in a law enforcement office.
Proficiency in computer software programs in a Windows environment.

Desired Skills and Attributes:

A thorough understanding of the legal process and the ability to interact effectively with attorneys, courts, and correctional staff in a professional and competent manner. The applicant must be able to prioritize work to meet deadlines, multitask, be flexible, possess excellent communication skills, work independently.

Current Level II Access Certification, experience in Microsoft Office, Spillman, CAD, internet and Microsoft Outlook is preferred.

Physical Requirements:

Must be able to maneuver in an office environment. The employee is sometimes required to lift/move objects weighing up to 50 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.

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

Examination Process

Skills Inventory Assessment:

The skills inventory form is included in the application packet. An assessment of the applicant's qualifications as described on the skills inventory form along with the general application will be used to determine which applicants will be invited for an interview.

Up to 10 applicants will be selected to participate in the oral board interview. Please complete these forms thoroughly in order to gain appropriate credit for your experience and training. You may submit a resume with your application.

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%. Veteran's credit will be added to the final passing test score if the applicant is eligible to receive the credit.

Background Investigation:

Hiring will be contingent upon passing a thorough background investigation including, but not limited to, a polygraph, credit history, driving record, drug screening, psychological evaluation, and medical examination.

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.