



CITY OF PACIFIC

100 - 3RD AVENUE SOUTHEAST
PACIFIC, WASHINGTON 98047
CITY HALL (253) 929-1100
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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 create an eligibility list for the position of Police Specialist II.

Position: POLICE SPECIALIST II
Salary: \$3,707 - \$4,297 per month plus benefits
Opening Date: June 16, 2016 9:00 a.m.
Closing Date: July 15, 2016 4:00 p.m.

Applications may be mailed or hand delivered to Pacific City Hall by the closing 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 a.m. until 4:30 p.m. Monday through Friday.
To request an application by email, contact Gail Bennett, Civil Service Secretary at gbennett@ci.pacific.wa.us

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
At least 21 years of age
Have not been convicted of any felony or 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 of related work experience in a Criminal Justice Agency.
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, and work independently.

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

Physical Requirements:

Employee 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.

Civil Service Examination Process

Skills Inventory Assessment:

The skills inventory form is included in the 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.

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 preference credit will be added to the final passing test score if 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, 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.

CITY OF PACIFIC

JOB DESCRIPTION

JOB TITLE: **Police Specialist II**

DEPARTMENT: Police

REPORTS TO: Lieutenant or designee

EFFECTIVE DATE: June 2, 2015

This is a full-time, office/clerical position. The regular work schedule is four ten-hour days, or five eight-hour days, to be determined and coordinated within the department. The position may occasionally require overtime at the direction of the Lieutenant or designee. Placement in this position is subject to a thorough police background investigation (to include a polygraph and drug screening). 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.

MAJOR FUNCTION AND PURPOSE

Provide general assistance to the Public Safety Director/Police Chief and perform clerical functions in support of the operation of the Police Department.

GENERAL FUNCTION

Under the supervision of the Lieutenant or designee, the Police Specialist is responsible for handling sensitive and confidential information on behalf of the Public Safety Director/Chief of Police. Duties will include maintaining official and confidential Police Department records and administration of the standard operating policies and procedures for the Police Department. This is a highly confidential position, which may from time to time isolate the employee from other City employees. This position works closely with other police and fire personnel, community volunteers and student volunteers. Must have a good understanding of the legal process and be able to interact effectively with attorneys, courts and correctional staff in a professional and competent manner.

SUPERVISION RESPONSIBILITIES

This is a non-supervisory position.

JOB DUTIES AND RESPONSIBILITIES

- Perform general office/clerical work in a public safety environment.
- Prepare monthly report for distribution to Mayor, City Council, and Public Safety

Director/Chief of Police.

- Prepare cases for filing with the appropriate court or agency.
- Answer phones, screen calls to determine caller needs, and assist walk-in customers.
- Operate a police radio as needed and assist in radio communications.
- Serve as cashier, including receipt of various payment and remit payment to appropriate accounts.
- Maintain records room, to include Accreditation files and logs.
- Process invoices and maintain accounts payable files for agency business.
- Operate computer hardware and software.
- Assist in planning conferences and training sessions.
- Coordinate travel plans for the Public Safety Director/Chief of Police and Police staff.
- Prepare record such as notices, minutes and resolutions.
- Act as Public Disclosure Officer for the Police Department.
- Act as backup Public Information Officer for the Police Department.
- Schedule appointments.
- Operate a city vehicle periodically.
- Coordinate transport of prisoners from jail facilities to court.
- Utilization of LiveScan to fingerprint citizens as necessary.
- Run record checks, enter/modify/remove warrants from the Washington State Crime Information Center, file warrants, confirm warrants, and enter other documents into ACCESS as needed.

SECONDARY DUTIES

- Issue pistol or other permits.
- Preparation of monthly reports and audits.
- Receive, stamp and distribute all incoming mail for the department.
- Order supplies.
- Organize community events and public education/outreach
- Assist in grant preparation and documentation.
- Act as backup to Evidence Custodian, when necessary.

WORKING CONDITIONS

Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emission from the computer monitor and repetitive tasks. The work area can be noisy at times.

CONTACT AND RELATIONSHIPS

The Police Specialist has extensive contact with the various City departments and personnel, with court personnel, other law enforcement agencies, jail staff, fire department staff and the citizens of the City.

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 high degree of accuracy. The employee must be able to give/receive/understand written/oral communication and give written/oral instruction.

RECRUITING REQUIREMENTS

- **One year of experience in a law enforcement office.**
- Must be at least 21 years of age.
- **Two years of college and/or business school with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.**
- Excellent written and oral communications are a must.
- Valid Washington Driver's License
- Proficiency in computer software programs in a Windows environment.
- Perform cashier duties accurately, and effectively meet with and assist the public.

DESIRED QUALIFICATIONS

Current Level II Access Certification
Experience in Microsoft Office, Spillman, CAD, Internet and Microsoft Outlook.

EXPERIENCE AND TRAINING

Any combination of experience and training that provides the desired skills, knowledge and ability.

OTHER

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The City reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

CITY OF PACIFIC – CIVIL SERVICE COMMISSION – EMPLOYMENT APPLICATION

Applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, veteran status, or disability.

POSITION APPLYING FOR: _____

Personal Information

Name _____ Social Security # _____

Address _____
Number Street Apt. # City State Zip

Work Phone _____ Home Phone _____ email _____

Do you meet the minimum age requirements as stated on the job opening bulletin? YES ___ NO ___

Do you possess a valid driver's license with no pending risk of loss? YES ___ NO ___

Driver's License Number and State issued from _____

Are you related to anyone working for the City of Pacific? YES ___ NO ___

If yes, Name _____ Department _____

Is there any reason that would prevent you from performing the primary functions of the job for which you are applying? YES ___ NO ___ If yes, please explain _____

In compliance with the Americans with Disabilities Act, a disability will be considered only in the context of an applicant's ability to perform primary elements of the job and to determine reasonable accommodation.

Education and Training

Type of School	Name and Location	Major Subject	Circle #	Yrs Completed	Graduate?/Degree
High School			9 10 11 12	GED	
College			1 2 3 4		
Business/Vocational			1 2 3 4		
Trade, Other			1 2 3 4		
Military					

Employment History

Begin with your present or most recent job. Include periods of self-employment, military service assignments, volunteer activities. List promotions separately.

Job Title _____ Dates of Employment From _____ To _____

Employer _____ Hours Per Week _____

Supervisor/Title _____ Supervisor's Number _____

Employer's Address _____
Number Street City State ZIP

Briefly describe work duties and level of responsibility _____

Last Salary\$ _____

Number and type of employees supervised _____

May we contact your present employer? YES ___ NO ___

If you are not currently employed, reason for leaving _____

Job Title _____ Dates of Employment From _____ To _____

Employer _____ Hours Per Week _____

Supervisor/Title _____ Supervisor's Number _____

Employer's Address _____
Number Street City State ZIP

Briefly describe work duties and level of responsibility _____

Last Salary\$ _____

Number and type of employees supervised _____

May we contact your present employer? YES ___ NO ___

If you are not currently employed, reason for leaving _____

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Supervisor/Title _____ Supervisor's Number _____

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Last Salary\$ _____

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Employer _____ Hours Per Week _____

Supervisor/Title _____ Supervisor's Number _____

Employer's Address _____
Number Street City State ZIP

Briefly describe work duties and level of responsibility _____

Last Salary\$ _____

Number and type of employees supervised _____

May we contact your present employer? YES ___ NO ___

If you are not currently employed, reason for leaving _____

Personal References

List names and addresses of three reliable persons, other than relatives or past employers, who know you well enough to give information about you.

Name _____ Occupation _____

Address _____

Number Street City State ZIP
Home telephone # _____ How long known _____

Name _____ Occupation _____

Address _____

Number Street City State ZIP
Home telephone # _____ How long known _____

Name _____ Occupation _____

Address _____

Number Street City State ZIP
Home telephone # _____ How long known _____

Have you been convicted of a felony or misdemeanor? YES ___ NO ___

If yes, indicate date and nature of offense _____

Have you ever been discharged or asked to resign from employment? YES ___ NO ___

If yes, give complete details (dates, places, reason, name and address of supervisor)

I hereby certify that there are no willful misrepresentations or falsification of statements and answers to questions herein. I am aware that should investigation disclose such misrepresentations or falsifications, this will be grounds for elimination from further consideration or, if employed, for dismissal. I understand that a thorough assessment of my background, behavioral characteristics, traffic record, and criminal history will be conducted. In addition, for Police positions, a polygraph will be conducted.

I authorize my previous employers and the references I have named to furnish the City of Pacific my record, reason for leaving and all information they may have concerning me. I hereby release them and the City of Pacific from all liability for any damage whatsoever arising therefrom. I authorize investigation of all statements in this application.

Signature of Applicant _____ Date _____

NAME: _____ DATE: _____

**Skills Inventory Sheet
Police Specialist II**

1. Are you a citizen of the United States? YES __ NO __
2. Are you at least 21 years of age? YES __ NO __
3. Do you have a valid driver's license with no pending risk of loss? YES __ NO __
4. Do you possess a high school diploma or equivalent? YES __ NO __
5. Have you attended two years of college or business school? YES __ NO __
6. Do you have at least one year full time experience in a criminal justice agency? YES __ NO __
7. Do you agree to undergo an extensive police background investigation including a polygraph and drug screening if you are a final candidate? YES __ NO __

Please list your related work experience, particularly your experience working for a criminal justice agency.

POSITION TITLE	EMPLOYER	DATES OF EMPLOYMENT

Please list you education beyond High School

SCHOOL	PROGRAM/COURSE	DEGREE (YES/NO)

7. How many total years of office experience do you have? _____ years _____ mo.

8. What is your typing speed? _____ words per minute.

9. What computer programs are you familiar with and how would you rate your skill level?

<u>Program</u>	<u>Skill Level</u> (fair, good, excellent)
_____	_____
_____	_____
_____	_____
_____	_____

Skill Level
(fair, good, excellent)

10. Do you have knowledge of: Spillman (records management system) YES__NO__ _____

CAD (computer dispatch system) YES__NO__ _____

Access Certification (Washington State patrol) YES__NO__ _____

11. The City of Pacific gives Veteran's Preference in accordance with state law. Do you claim Veteran's Preference? YES__NO__
If "YES", attach DD214 to this application.

12. Please write a paragraph in black ink about why you believe you should be hired to fill this position.

Application Check List

1. Be sure to sign your application
2. Attach a copy of your one page resume.
3. Faxed or emailed applications are not accepted.
4. Return your application by mail or hand delivered to:

Pacific City Hall
Attention Civil Service Secretary
100 3rd Ave. SE
Pacific, WA 98047
5. If there is a closing date on the job announcement, your application must be received at City Hall by that date and time.
6. Questions? Leave a message for Gail Bennett, Civil Service Secretary, at (253) 929-1125 or send an email to gbennett@ci.pacific.wa.us