



City of Snoqualmie

38624 SE River Street
PO Box 987
Snoqualmie, WA 98065

City Hall: 425-888-1555
Police Dept: 425-888-3333

www.ci.snoqualmie.wa.us

POSITION ANNOUNCEMENT
POLICE OFFICER
ENTRY LEVEL

Classification: Union

Salary: \$4,673.00 Monthly, Plus Benefits

OPEN UNTIL FILLED

The City of Snoqualmie, an Equal Opportunity Employer, is located about 30 miles east of Seattle, and less than 25 minutes travel time from the suburban centers and amenities of the Puget Sound's Eastside communities. The City is graced by Snoqualmie Falls, a natural landmark well known for its spectacular 270-foot cascade located near the Salish Lodge and Spa that attracts nearly 2.2 million visitors each year. The City is also home for a historic train depot, managed and operated by the Puget Sound Railway Historic Association. While City government is focused on protecting the unique character of Snoqualmie and its surrounding environment, economic development initiatives are vigorous. Snoqualmie is the fastest growing city in Washington state (per the 2000-2008 by percent population, Office of Financial Management, WA) The current population of Snoqualmie is approximately 12,800 residents. City staff, commissions, residents, community businesses and consultants are working together for the thoughtful and measured planning that will build & provide economic sustainability for the City of Snoqualmie. Snoqualmie is dedicated to making this community a leader in small city livability and business growth. The City employs 90 FTE employees with 21 positions being Management/Professional positions and all other employees covered by three separate union groups. The City operates under a Mayor/ Council form of government, with the City Administrator serving as the Chief Operating Officer.

SUMMARY:

This is a union position under the direct supervision of Police Sergeant and general supervision of the Police Captain. The Police Chief is the head of the Police Department. The incumbent patrols an assigned beat and investigates incidents in the enforcement of law and order in the protection of life and property. Work varies requiring individual judgment within prescribed standards and procedures; adjusts work methods to meet task requirements.

SCOPE OF RESPONSIBILITY:

Operates an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic laws and regulations; responds to radio and telephone dispatches and appears at scenes of disorder or crime; conducts crime scene investigations; notes and reports traffic hazards; assists in controlling traffic at scenes of emergencies; investigates and prepares reports on accidents, offenses and damages to property; gives directions and information, makes arrests, issues citations; serves warrants and subpoenas; gives verbal warnings; prepares reports on arrests and property impounded; directs traffic; observes and tries doors to determine that buildings are secure; inspects establishments providing alcoholic beverages and entertainment; intervenes in private or public disputes to protect the public and maintain order; appears in court as arresting officer; transports prisoners; performs initial and follow-up investigations of crimes involving adults and juveniles; investigates complaints; interrogates victims, witnesses, and persons whose actions are suspicious; issues citations for parking and moving violations; speaks before school and civic groups as required;

impounds and tags evidence; escorts parades and processions; continues to train in law enforcement areas and subjects.

Prepares reports of own activities and investigative and operations reports; works regularly with some information which is generally limited; responsible for equipment and materials requiring minimal servicing and occasional accountability; contacts with the public and fellow employees is frequent and in which considerable tactfulness is required; position requires employee to perform a multitude of movements and occasionally requires substantial physical efforts; does work requiring occasional contact with undesirable physical conditions; hazards are moderate requiring care and use of proper safety equipment and procedures to prevent injuries.

These responsibilities are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

EMPLOYMENT STANDARDS:

Education & Experience: High School graduation or GED. Must possess a valid Washington State driver's license or possess WA State Drivers License within 2 weeks of employment with the City of Snoqualmie. No domestic violence or felony convictions.

Basic First Aid and CPR Certificate.

Must meet required physical, psychological, and medical standards.

Background investigation will include a polygraph, driving history, criminal record check, drug history, work history, physical and psychological examination.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of the criminal justice system and associated terminology and limits of own authority.
- Ability to communicate effectively both verbally and in writing and to communicate effectively with persons in physical and/or emotional distress.
- Ability to establish and maintain effective working relationships with the Mayor, Council, City Administrator, Department Heads, fellow employees and the general public.
- Ability to analyze situations and adopt a quick, effective and appropriate course of action.
- Ability to overcome and restrain violent persons if necessary; administer First Aid and CPR; and physical strength and agility sufficient to perform assignments.
- Ability and knowledge for computer operation.
- Ability to follow guidelines and use good judgment in dealing with confidential criminal records and information.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

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

Work environment may consist of; emergency peace control environment; travel from site to site; exposure to potentially hostile environments, toxic chemicals, traffic hazards, communicable diseases and inclement weather conditions; extensive public contact. Incumbents require mobility to restrain or subdue individuals; above average physical endurance in running, climbing and lifting; good balance and hearing; discharge firearms and utilize various other law enforcement equipment; operate a motorized vehicle. Incumbents in this class require vision consistent with Law Enforcement Academy standards.

Other Factors: Incumbents may be required to work extended hours including evenings, weekends and holidays. Incumbents may be required to travel outside City boundaries to attend meetings.

HOW TO APPLY:

Please apply at www.publicsafetytesting.com

If you have any questions concerning the procedures, please call 425-888-1555 ext. 1122 and ask for the Civil Service Examiner.

The City of Snoqualmie is an Equal Opportunity Employer.

SELECTION PROCESS:

Your application packet/material will be reviewed and qualified candidates will be contacted.

Applicants must score at least seventy percent (70%) on the oral board interview to be certified for appointment.

CURRENT CITY BENEFITS:

- 100% paid medical, dental, orthodontia and vision insurance coverage for employees and dependents
- Membership in the LEOFF2 Retirement System
- Deferred compensation investment plan with up to \$100 a month match by City of Snoqualmie
- Employee assistance program
- City of Snoqualmie Wellness program
- Educational incentive, \$100 per month for AA, and \$200 per month for BA
- Longevity pay
- \$300,000 life insurance
- Ten days vacation per year (increases with longevity)