



**COMMUNITY SERVICE OFFICER
PART-TIME, TEMPORARY**
Internal/External Posting

The City of Gig Harbor is accepting applications for a part-time, temporary Community Service Officer in the Police Department. **NOTE:** *This position may be approved as a full-time, regular status position in the 2015 budget process. If approved, a selection process will be used to fill the position.*

Closing Date: June 3, 2014, at 4:30 p.m. Postmarks will not be accepted.

The Position: Under the direct supervision of the Police Lieutenant and indirect supervision of the Chief of Police, the employee in this position performs a variety of law enforcement support duties that do not require a full law enforcement commission. Duties may include court transport and security, property room duties, moorage and parking enforcement, crime analysis, crime prevention, community outreach and other administrative tasks as assigned.

Hourly Wage: \$27.00 per hour, paid on a bi-weekly basis.

Knowledge and Skills Needed:

Knowledge of: Business English, spelling, basic report writing skills, general office procedures and equipment, to include various software applications. Ability to: Prepare legible, accurate written reports. Verbally present ideas and information in a clear and concise manner. Package, organize and electronically catalog evidence items. Lift, drag or otherwise move items weighing up to 40 pounds. Successfully learn, apply and explain departmental policies, rules, instructions, laws and regulations related to assigned tasks. Must be able to work under limited supervision and use sound, independent judgment. Foster cooperative and effective work relationships with those individuals contacted in the performance of required duties. Must have the ability to effectively and safely use a firearm and operate a motor vehicle and provide effective and proper prisoner security and movement.

Minimum Qualifications Required:

Must be 21 years of age at time of application, be a U.S. citizen; have the ability to read, write and speak English fluently; have ability to pass a thorough background investigation, including polygraph, psychological, and medical examinations; and have the ability to perform the essential functions of the position, with or without accommodation. Experience as a former Washington State certified peace officer (within the previous 24 months) or the ability to complete the Washington State accredited Reserve Police Academy within the first 12 months of employment. A valid Washington State driver's license and a record of safe driving is required.

Desired Qualifications:

College-level coursework in Criminal Justice, Sociology, or related field. Two (2) years of customer service experience. Experience in law enforcement, or any equivalent combination of education, training and experience that provides the knowledge, skills, and abilities required to perform the duties of the position.

How to Apply: Submit a completed employment application form, resume and letter of interest to Mary Ann McCool, Human Resource Analyst, by 4:30 p.m. on Tuesday, June 3, 2014. Postmarks not accepted. Application materials may be obtained online at www.cityofgigharbor.net or from the City of Gig Harbor, 3510 Grandview St., Gig Harbor, WA.

The City of Gig Harbor is an Equal Opportunity Employer.