

The City of



Is Establishing a List for

**Community Service Officer  
Police Department**

**SALARY RANGE:** Starting Salary: \$4,530 - \$4,902/month; Salary range: \$4,530-\$5,275/month; Plus an excellent benefit package including medical, dental, vision, and life insurance, and retirement through the Department of Retirement Systems and an optional matching deferred compensation program.

**APPLICATION DEADLINE:** First review August 1, 2014. Position will remain open until filled.

**TO APPLY:** Submit a letter of interest, resume, and City of Bonney Lake application to: Jenna Richardson, Human Resources Manager. A copy of the City's employment application can be found online at: [www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us) or at Bonney Lake Justice & Municipal Center. Email questions to: [richardsonj@ci.bonney-lake.wa.us](mailto:richardsonj@ci.bonney-lake.wa.us).

**DESCRIPTION:** Performs a variety of routine and complex work in the area public safety, court security, prisoner transports and community mobilization efforts in the area of crime prevention and special community outreach projects for the Police Department.

**DESIRED QUALIFICATIONS:** **Education and Experience:** Graduation from a standard high school or GED equivalency; and Graduation from Washington State Police Corrections and Reserve Academy or state approved equivalent. Valid Washington State Driver's License or ability to obtain one. Ability to read and write the English language. United States citizen, good physical condition, not less than 21 years of age at the time of examination. Ability to pass entrance examination successfully and meet the minimum standards adopted by the Civil Service Commission. **Necessary Knowledge, Skills and Abilities:** Knowledge of Police Department policies and procedures; knowledge of basic principles of public relations; knowledge of current crime prevention techniques; knowledge of community resources and appropriate methods of assessment; knowledge of personal computers and the various programs used; knowledge of and skill in developing and implementing public participation and communication programs, event plans and campaigns; and Ability to plan and organize workload to meet schedules and deadlines; ability to educate individuals and community groups regarding crime, crime prevention and the functions of the police department; ability to establish and maintain cooperative and effective working relationships with others; ability to motivate and coordinate volunteers; ability to use appropriate interpersonal skills using tact, patience and courtesy; ability to work as part of a team; ability to work a flexible schedule which may include evenings and weekends; ability to maintain standards of physical fitness and to physically perform the duties of the job; ability to effectively communicate orally and in writing. *Please see the job description for a full review of the position.*

**Stringent personal background investigation; polygraph examination, psychological evaluation conducted by a licensed psychologist; and a medical physical, including a drug-screening test.**

**Closing Date: Open Until Filled  
First Review: August 1, 2014**

**In accordance with State law, the City of Bonney Lake has a policy of limiting smoking in the workplace.**