



COMMUNITY SERVICE OFFICER
City of Gig Harbor

The City of Gig Harbor is accepting applications for the position of Community Service Officer to establish a register of names. **NOTE:** *If this position is approved as a full-time, regular status position in the 2015 budget process, the successful candidate from the interview process will be offered the position.*

Closing Date: Friday, November 21, 2014, at 4:30 p.m. Postmarks will not be accepted.

The Position: Under the direct supervision of the Police Lieutenant and Planning Director (when performing code enforcement duties); and general supervision of the Chief of Police, Police Sergeants, and Court Administrator, the employee in this position works in a responsible law enforcement support classification that operates under a special law enforcement commission, as defined by RCW 10.93.020. The employee in this position performs a variety of support duties and related administrative support tasks. Duties will include court security, prisoner transport, property room management, code enforcement duties, moorage and parking enforcement; crime prevention, community outreach, and other administrative tasks as assigned. Duties by department are as follows:

- Court (.2 FTE) – Performs municipal court security, prisoner transport, visitor screening, and additional security as needed to ensure safety during court proceedings.
- Police (.4 FTE) – Performs a variety of police support functions, to include property room management, moorage and parking enforcement; crime prevention, and public outreach.
- Code Enforcement (.4 FTE) – Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

Salary Range: \$4,293 - \$5,367 per month, paid on a bi-weekly basis. **Hiring Range:** \$4,293 - \$4,830 per month.

Knowledge and Skills Needed:

Knowledge of: significant knowledge of modern office practices and procedures; office equipment, and various computer software applications. Skills in: successfully interacting with difficult individuals, while maintaining composure and delivering excellent customer service; verbally presenting ideas and information in a clear, concise manner; and fostering cooperative work relationships with those individuals contacted in the performance of required duties. Ability to: successfully learn, apply, and explain departmental policies, rules, instructions, laws and regulations related to the assigned task; prepare concise, accurate, and legible written reports; package, organize and electronically catalog police evidence items; lift, drag, or otherwise move items weighing up to 40 pounds. Work under limited supervision and use independent judgment; and possess the ability to react quickly and effectively to any security incident occurring within or around the courtroom.

Physical Demands and Work Environment: Work is performed in an office or courtroom setting, as well as outdoors. A moderate amount of local traveling is involved in construction site visits and facility and area tours. The incumbent is exposed to occasional inclement weather and the normal transportation and construction activity, such as high noise level, moving vehicles and machines; dust and mud; and traversing of exposed and sometimes insecure walkways and platforms. The employee in this position may wear protective clothing and equipment such as a hard hat, gloves, goggles, and safety shoes when performing code enforcement duties. Work may require some exertion, such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping, reaching, and at times, running; and the ability to lift, drag or otherwise move light to moderately heavy items. Work requires average physical agility and dexterity.

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 pre-employment medical examination; 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.

Desired Qualifications:

Additional college-level coursework in Criminal Justice, Sociology, Communications or related field. One year of customer service experience. Some knowledge of code enforcement principles, practices, and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance, and public safety codes; working knowledge of inspection techniques. Highly desired: Recently retired law enforcement officer (within the previous 24 months.)

How to Apply: Submit a completed City of Gig Harbor employment application form, current resume and letter of interest to Mary Ann McCool, Human Resource Analyst, by 4:30 p.m. on Friday, November 21, 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.

EMPLOYMENT APPLICATION
City of Gig Harbor
3510 Grandview Street, Gig Harbor, WA 98335 (ph (253) 851-8136)

Position Applied For:		Date Received:		PLEASE TYPE OR PRINT USING BLACK BALL POINT PEN	
Name: Last		First	M.I.	E-mail:	
Current Mailing Address:	City	State	Zip Code	Phone Number(s):	
List activities or commitments that may interfere with attendance requirements.					
Are you over 18 years of age?	Will Visa or Immigration status prevent lawful employment?				
	If required, can proof of citizenship, Visa or Alien registration be provided?				
<p>Have you ever been convicted of a felony?</p> <p>Have you been convicted of a crime other than a civil infraction such as a parking ticket, within the past seven years?</p> <p>If the answer is yes to either question, explain in detail. A second sheet may be attached. If you require clarification, please ask.</p> <p>If required by the job, do you have a valid license/CDL?</p> <p>List driving offenses other than parking violations incurred in the past seven years. A second sheet may be attached.</p>					
Have you ever applied for employment with the City of Gig Harbor? If Yes, please give date and position:			Who referred you to this position?		

EMPLOYMENT INTERESTS AND SKILLS

Type of employment desired:		Salary Desired:	Date available for work:
Permanent	Temporary		
List specialized skills, training and software knowledge.			

EDUCATION

Name of School	Address of School	Grade Complete Or Degree(s)	Subject Studied or Major

MILITARY

Branch of Service:	Entry Rank:	Rank upon discharge:	Dates:
What specialized training did you receive?			

ACTIVITIES

List school, civic or business activities and office held. (Exclude those which indicate race, color, religion or national origin) You may also list any hobbies or leisure time interests.

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EMPLOYMENT EXPERIENCE

Give past employment record as completely as possible, starting with your present or latest employer. (If space is insufficient list on separate page or attach resume.) For unemployed or self-employed periods, show dates and locations.

Employer's Name and Address City and State	Dates:		Supervisor Name & Phone	Position and Salary	Reason for Leaving
	From	To			

REFERENCES

Give names of two persons to whom you are not related and by whom you have not been employed. These people should have known you for several years.

Full Name	Address (street, city, state & zip code)	Occupation	Years known	Phone Number(s)

Give names of any relatives (other than spouse), and/or acquaintances, in the employ of the City of Gig Harbor

Full Name	Occupation	Location	Relationship

The City of Gig Harbor is an Equal Opportunity Employer. At the Employer's discretion, a physical exam may be required for certain positions. An appointment of promotion to a full-time position other than law enforcement officers shall not be regular for a period of six months. Probation is an extension of the selection process and failure of same as determined by the City Administrator or department manager does not constitute any right to appeal under these regulations. The City Administrator or the department manager may terminate employees on probation. Upon satisfactory completion of the probationary period, the employee shall gain regular status.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for herein will be sufficient cause for cancellation of consideration for employment or dismissal from City's service if I have been employed. I understand that employment may be subject to a physical examination. I understand that if I am employed, a certified birth certificate or other evidence of birthplace and citizenship may be required.

Applicant's Signature

Date Signed



**CITY OF GIG HARBOR
AUTHORIZATION AND RELEASE OF INFORMATION**

As part of the employment process with the City of Gig Harbor, I, _____, authorize release and full disclosure of any and all records pertaining to me to any duly authorized agent of the City of Gig Harbor, whether such records are public, private or confidential.

I give my consent for full and complete disclosure of records from educational institutions; credit reports; verifications of any job-required certifications; employment and pre-employment records, including background reports, performance evaluations, job applications, disciplinary actions taken against me, complaints or grievances filed by or against me; salary records; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and driving records. I understand that prior criminal, civil or traffic violations will not automatically disqualify me for employment.

If required by the City of Gig Harbor for the position I am applying, I consent to undergo a medical examination and drug screen prior to being offered employment, as deemed necessary. I further consent for full and complete disclosure of medical information specifically relating to my ability to perform the essential functions of the position.

I understand that any information obtained by or developed as a result of this authorization will be considered in determining my suitability for employment by the City of Gig Harbor.

I agree to hold harmless the individual to whom this Authorization and Release of Information is presented and his/her agents and employees, from and against any and all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information will not be revealed to me.

I agree to hold the City of Gig Harbor harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of the use or disclosure of any information obtained from those above referenced entities as a result of this Authorization and Release of Information.

I certify, understand and agree, that the information I have provided contains no willful misrepresentation and that withholding pertinent information or falsifying information provided as part of the employment process, including a medical examination, will be grounds for non-consideration, or if employed, will be cause for termination.

Signature

Date