



City of Everett

ANNOUNCES AN EXAMINATION / EMPLOYMENT OPPORTUNITY

POLICE OFFICER (Entry-Level)

\$5064/month *First Year* (Plus Benefits)
\$5545/month *Second Year* and \$6636/month *Third Year*

This is an entry-level Civil Service class involving supervised training and exercise of routine duties associated with the protection of life and property by enforcement of state and municipal codes, regulations, and ordinances. The positions are located at the Everett City Hall and one or more positions will generally occur each year. The Civil Service eligibility register for this position is subject to continuous modification as a result of the open/continuous nature of the process; however, scores earned as a result of this screening process are valid for twelve (12) months after certification by the Civil Service Commission. Union membership is required within thirty (30) days of employment. In addition, entry into this classification through an open/competitive basis is subject to an eighteen (18) month probationary period. Employment in this class requires compliance with all department fitness standards and requirements as well as a satisfactory background check, FBI record check, polygraph (lie detector) exam, and psychological evaluation. Hiring offers are contingent upon successful completion of a City-paid LEOFF medical evaluation and medical history review, which may include back x-rays and will include drug screening.

JOB DESCRIPTION

Work of this class involves assistance in foot, bicycle or automobile patrol of designated City areas to investigate, deter and discover possible violations of criminal and vehicle traffic laws, codes and/or ordinances; supervised responses to calls, complaints or reports of the actual, possible or potential occurrence of criminal activity; administration of immediate assistance to citizens in critical and/or emergency situations where the security of lives and/or property may be endangered. The activities are generally performed under the immediate supervision of an assigned field-training officer (FTO). In addition, all work must be performed in accordance with all currently applicable department rules, policies and procedures. Employees may be directed to engage in specialized assignments according to abilities and knowledge developed during the initial training period. Work of this class is subject to continual review by direct inspection, written report and/or oral discussion for accuracy and conformance to instructions as well as established policies and procedures.

DESIRABLE QUALIFICATIONS

The following knowledge, skills, and abilities are considered essential functions and are critical to successful performance in these positions:

Skill and Ability to:

- Maintain amicable relations with the public.
- Demonstrate appropriate police/community attitudes.
- Exercise judgment under stress.
- Work cooperatively with a variety of individuals.
- Understand and follow complex oral and written instructions.
- Solve problems using deductive reasoning.
- Work variable shifts, up to twelve (12) hours including night, weekend, and legal holiday hours.
- Support diversity and multicultural understanding in the workplace.
- Maintain physical fitness in accordance with current department standards.

ELIGIBILITY REQUIREMENTS

- 1) Excellent physical condition.
- 2) U.S. Citizenship.
- 3) Attainment of the age twenty-one (21) years on or before **February 13, 2015**.
- 4) Possession of, or the ability to obtain a valid Washington State driver license within 30 days of hire and the ability to maintain it for the duration of employment.
- 5) Not on the current eligible register for Police Officer Entry-Level, per Civil Service Rule 2.12.
- 6) Possession of a high school diploma or equivalent.

ALL APPLICANTS ARE REQUIRED TO CLEARLY STATE ON THE EMPLOYMENT APPLICATION HOW THEY MEET THE ABOVE ELIGIBILITY REQUIREMENTS, OR THEY WILL NOT BE INVITED TO PARTICIPATE IN THE TESTING PROCESS.

> Tentative test dates: Written Exam – February 24; Physical Agility Test – March 14; Orals – March 16 & 17 <

SCREENING PROCESS

Applications will be accepted on a continuing basis from the date that this examination process opens. All applications will be held and a review of applications will occur prior to administration of the examination series (examination series are conducted at approximately six-month intervals - note: this application window ends **February 13, 2015**). A notice will be mailed to all qualified applicants regarding scheduling of a written examination, weighted 50% (pass score 70.00 and above). The top-qualifying candidates (the amount will be determined by anticipated hiring needs) will then be called to a physical agility evaluation. This multi-dimensional process will be designed to test for minimum levels of endurance, strength, and flexibility and will be rated pass/fail only. Applicants who satisfactorily complete the first two parts of the process will be called to an oral panel evaluation, weighted 50% (pass score 70.00 and above). Only those applicants who are called to and satisfactorily complete all three portions of the screening process (a passing score on all three parts is required) will be placed on the proposed eligibility roster. All portions of the process are designed to sample and measure the requisite knowledge, skills, and abilities. Additional screening prior to appointment to the Police Officer (Entry-Level) position includes an employment and general background investigation as well as medical, drug testing, psychological and polygraph examinations.

APPLICATION PROCEDURES

All applicants will be required to complete and submit the standard City of Everett employment application. Application materials may be obtained by accessing <http://www.everettwa.org/careers> or by visiting the City of Everett Human Resources Department located at 2930 Wetmore Ave., Suite 5A, Everett, WA 98201. **Applications must be received by Friday, February 13, 2015**, to be included in this examination series. Subsequent examination series will be conducted at approximate six-month intervals. **LATE, FAXED, or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Note: All requirements must be met by the application closing date.

FILING OPENS: December 8, 2014

FILING CLOSES: February 13, 2015

OPEN/CONTINUOUS

B15001

APPLICANTS CLAIMING VETERANS' PREFERENCE POINTS IN ACCORDANCE WITH RCW 41.04.010 AS AMENDED AND MEETING ELIGIBILITY CRITERIA MUST SUBMIT THEIR FORM DD214 ON OR BEFORE THE DATE FILING CLOSES. ELIGIBILITY CRITERIA POSTED ON THE HUMAN RESOURCES DEPARTMENT BULLETIN BOARD.