



## **JOB ANNOUNCEMENT CITY OF MEDINA**

501 Evergreen Point Road | Medina, WA 98039  
phone: 425-233-6400 | fax: 425-451-8197  
www.medina-wa.gov

### **MEDINA POLICE DEPARTMENT LATERAL POLICE OFFICER OPENING**

- POSITION:** Lateral Police Officer
- CLOSES:** Applications will be reviewed upon receipt so candidates are encouraged to apply immediately. Open until filled.
- SALARY:** 2016 – Starting at \$6,061 per month, depending on education and experience. Top step with Bachelor’s degree is \$7,073 per month. Anticipated 3% increase in 2017. Can receive up to an additional 5% after twenty-four (24) months of satisfactory service and up to an additional 10% after thirty-six (36) months in Exemplary Service Pay. Additional holiday pay for 12 designated holidays. The Department also pays 4% shift differential for nights along with 2% longevity pay for every four years of service up to 6%.
- JOB DESCRIPTION:** **Be a part of our team!** We are actively recruiting for an **Experienced Police Officer!** Working for the Medina Police Department is a great opportunity to be part of the community. Police officers perform patrol and investigative functions, respond to emergency and routine calls, enforce laws, make arrests and provide general assistance to the public. Police Officers write reports, testify in court and engage the public in crime prevention, emergency preparedness and other community activities. Medina Police Officers perform duties in specialized assignments at the discretion of the Chief of Police.
- MINIMUM QUALIFICATIONS:** Lateral candidates must have a current Washington State Peace Officer Certification or meet the requirements for Peace Officer Certification. Lateral candidates must have a minimum of **12 months** of full time law enforcement experience and at least **one (1) year of college** (minimum 45 quarter hours) **Or; 5 years** full time law enforcement experience in lieu of college hours/credits.
- APPLICATION PROCESS:** Qualified applicants must submit a City of Medina Lateral/Entry Level Police Officer Application, cover letter and a resume.

**THE FORMAT USED TO ESTABLISH A CIVIL SERVICE ELIGIBILITY LIST FOR THE LATERAL POLICE OFFICER POSITION WILL BE THROUGH ADMINISTRATION OF THE BELOW LISTED WRITTEN EXAM AND THE ORAL BOARD EXAM.**

**WRITTEN EXAM:** Minimum passing score on the written exam is 75% and is subject to certification by the Medina Civil Service Commission. The written test will consist of a completed City of Medina Lateral/Entry Police Officer Application, resume and cover letter and based on the following criteria:

- Commissioned Experience
- Diversified Experience
- Advance Training
- Writing Ability
- Education
- Disciplinary History
- Accomplishments
- Awards

**ORAL BOARD EXAM:** Those candidates who pass the written exam will proceed to the Oral Board. The Oral Board will be comprised of Medina Police Department personnel.

**ELIGIBILITY LIST:** The Department anticipates certification of a Lateral Police Officer Eligibility list shortly after the completion of the Oral Board Exams.

**TO APPLY:** Please submit your completed [Police Officer application](#) along with your cover letter and resume via email to: [shall@medina-wa.gov](mailto:shall@medina-wa.gov) or mail to:  
City of Medina Attn: Sunita Hall – Civil Service Secretary |501 Evergreen Point Road |Medina, WA 98039

---

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered to be an “all inclusive” listing of work requirements. The Lateral Police Office may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the work loads.

The City of Medina is committed to providing a work environment that is free of discrimination and promotes a diverse work force. We are an Equal Opportunity Employer.

All City of Medina employment offers are contingent on the applicant meeting the requirements of the Immigration Reform and Control Act as set forth in EEOC Form 164 (EEO-9). This Act requires the City of Medina to verify the identity of every new employee as well as their legal right to work in the United States. This verification requires you to complete the Government’s Employment Eligibility Verification Form (I-9) and present the required documentation on the first day of employment.