

AUGUST 25, 2010
PUBLIC JOB NOTICE

Applications for the position of **POLICE SERVICES OFFICER/DESK OFFICER** in the **POLICE DEPARTMENT** will be received in the office of the Human Resources Director until 5:00 P.M., **SEPTEMBER 8, 2010**.

Prior to preparing an application, all prospective applicants are requested to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder. *The applications should be prepared following instructions in the letter that is attached to the Job Description.*

Application forms may be picked up in the Human Resources Director's office, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through **SEPTEMBER 8, 2010**.

ANNUALIZED SALARY: \$24,584.11.

MUST BE A HIGH SCHOOL GRADUATE OR EQUIVALENT.

MUST BE NINETEEN YEARS OF AGE OR OLDER.

MUST HAVE HAD TRAINING OR EXPERIENCE IN EFFECTIVE COMMUNICATIONS WITH THE PUBLIC.

MUST BE ABLE TO READ AND WRITE.

MUST BE ABLE TO COMMUNICATE EFFECTIVELY AND TACTFULLY WITH THE PUBLIC IN VERY TRYING AND STRESSFUL SITUATIONS.

MUST BE SKILLED IN FILING AND RECORDS MAINTENANCE.

MUST BE ABLE TO HANDLE DELICATE SITUATIONS WITH DISCRETION.

(Applications for this position may be used to fill similar vacancies occurring within 90 days.)

SEE ATTACHED JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS

Barry J. Brewer
Human Resources Director

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is an EQUAL OPPORTUNITY EMPLOYER.

SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.

Job Title: Police Services Officer/Desk Officer	Department: Police
Immediate Supervisor: Sergeants	Section: Patrol
Classification Level: 6	

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Job Summary: Works under the supervision of the Sergeants in Patrol, Lieutenant in Patrol, Captain in Patrol, Deputy Chief in Charge of Patrol, or the Police Chief. This position involves responsibility for the efficient operation of the Police Desk, including a number of specific duties assigned to the Police Services Officer (Desk Officer).

Essential Duties and Responsibilities:

1. **Communications Duties:**
 - a. Gives information as requested, over the telephone or in person, to citizens and other law enforcement agents.
 - b. Gives information requested by officers over the police radio.
 - c. Provides information needed to other departmental/City employees.
2. **Reports:**
 - a. Fills out Tow-In Reports on vehicles towed by officers.
 - b. Takes Incident/Offense Reports from citizens when such reports are phoned in or reported at the station.
 - c. Fills out bonds on traffic and misdemeanor violations.
3. **Clerical Duties:**
 - a. Maintains a log of equipment checked out by officers, including shotguns, radar units, and vehicles.
 - b. Makes a record of evidence and other property turned in by officers or citizens and issues receipts for the same.
 - c. Takes inventory of proper issued to the Desk or in custody of the Police Services Officer at the beginning of each shift.
 - d. Maintains files of receipts issued on released vehicles.
 - e. Maintains and updates Book of Protective Orders.
 - f. Maintains gasoline/fuel logs for the vehicles.
 - g. Enters warrants into the computer.
 - h. Insures that evidence and property turned in is labeled properly.
 - i. Delivers warrants, subpoenas, and mail received to proper personnel.
 - j. Maintains custody of all warrants signed/executed, and bonds (both property and cash), and releases same to proper personnel.
 - k. Insures security of Police Building by monitoring visitors and maintaining Visitor's Log.
 - l. Maintains and updates Book of Juvenile Pick-Up Orders.
 - m. Monitors E-mail and forwards to proper person; monitoring occurs 24/7.
4. **Miscellaneous Duties:**
 - a. Returns found property to rightful owners, when properly identified, and releases towed vehicles by issuing proper paperwork.
 - b. Accepts cash bonds when posted after-hours, on weekends, and holidays.
 - c. Maintains and updates bulletin boards/unwanted persons boards.
 - d. Maintains vehicle and building keys in order to be picked up by officers.
 - e. Must be available to assist officers in guarding, searching, etc., their prisoners, if necessary.
 - f. Keeps Desk area clean and in order.
 - g. Monitors surveillance and security cameras/systems.
 - h. Other duties as assigned or required.

Supervision Required: Supervision by Sergeants in Patrol, Lieutenant in Patrol, Captain in Patrol, Deputy Chief in charge of Patrol, or the Police Chief. Limited direct supervision; work is reviewed only from an overall standpoint.

Experience/Training/Licensing Required:

1. High school graduate or equivalent.
2. Ability to read and write.
3. Nineteen (19) years of age or older.
4. Must have had training or experience in effective communications with the public.

Required Knowledge, Skills, and Abilities:

1. Ability to communicate effectively with the public in very trying and stressful situations, using tact.
2. Ability to communicate and work effectively with other personnel, both orally and in writing.
3. Ability to work with limited supervision.
4. Ability and skilled in filing/records maintenance.
5. Ability to concentrate and remain calm in stressful situations.
6. Must possess extremely good judgment and ability to handle delicate situations with discretion.
7. Must possess, or be able to learn, a general knowledge of the Shoals Area and a specialized knowledge of the Florence area, as regards geography, businesses, and community events.

Physical Demands:

1. Above average stress level, due to possibility of being subjected to verbal abuse from citizens.
2. Ability to sit for extended periods of time while entering data; to focus and concentrate on work performed.
3. Ability to work with continuous interruptions from visitors, telephones, and departmental personnel.

Equipment/Tools Used: Computer, copier, filing systems, facsimile machine, typewriter, calculator, communications equipment, time-lapse video records/players, multi-line telephone systems, pagers, and two-way radios.

Approved By: _____

Date: _____

The City of Florence encourages all candidates to make known any accommodations needed during the process of making application for positions with the City, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.

SUGGESTIONS FOR FILLING OUT YOUR APPLICATION

Feel free to complete your application while here; or you may take your application home if you prefer, but be sure that you know the date by which it must be returned since applications cannot be accepted after the cut-off date.

It will be helpful to study the description, prerequisites and essential functions sheet of the job for which you are applying before filling out the application. Make sure

you carefully and completely report your education, training, and experience so that it is clear how they have helped to qualify you for this specific job. It is extremely beneficial if you attach a separate sheet listing all experience that may have prepared you for the position, whether it is classes, hobbies, volunteer work, or paid employment.

OUR APPLICATION PROCESS

The application you submit will be considered only for this one position. If a similar job becomes available at a later date, you will need to reapply by submitting another application in order to be considered for that job.

Selections for vacant City of Florence positions, both open and promotional, are made as follows:

1. Job vacancies for DEPARTMENT HEADS are posted for ONE MONTH.
2. Job vacancies for other positions are first posted internally for 5 days, and then are posted externally for ten (10) business days.
3. After the closing date of posting, the Human Resources Director screens the applications, selecting the most qualified candidates in the following areas as they are relevant to the particular job requirements:

EDUCATION (For example, if a high school diploma or GED is necessary, then only those people showing at least this educational level or equivalent experience will be considered qualified in this factor.)

SKILLS (Operating various kinds of heavy equipment, typing, computer skills, etc.)

KNOWLEDGE (Don't forget classes, hobbies, or self-study)

WORK EXPERIENCE (Don't omit volunteer work), and

RESIDENCY (Some positions require)

OTHER JOB REQUIREMENTS (such as a valid driver's license, ability to transport boxes weighing 100 lbs. on a frequent basis, certification in welding, ability to work from 8 a.m. until 5 p.m. five days a week, etc.).

IN OTHER WORDS, IF YOU DON'T LIST IT, WE DON'T KNOW IT!

4. *The most qualified job applicants as determined from the applications, resumes, and any other supporting materials submitted will be referred to the departmental supervisor for further review by interviews and reference checks.

NOTE: If driving is a requirement of the job, you will need to provide the requested driver's license information on the application. If special certification is required, you should provide a copy of the certificate at the time you submit your application.

5. ***The best-suited applicant will be chosen for the position.**
6. ***If you are not contacted for an interview within ten to fourteen days of the closing date of the announcement, you can assume you were not among the applicants selected for possible interview.**
7. ***If you are interviewed, you will be notified, usually by letter, whether you have been selected or not.**

Thank you for your interest in applying for employment with the City of Florence. Don't be discouraged if you are not selected for one job; be sure to apply for other jobs for which you are qualified as they are posted. Our openings are posted on the City's web site (www.florenceal.org), or you can call us at 256-760-6360 to find out what positions are available.

Barry Brewer
Human Resources Director