City of Centralia
EMPLOYMENT OPPORTUNITY

Job Title: **Community Service Officer**

Date Opened: January 31, 2023

Date Closed: February 14, 2023 by 5:00 pm

Job Class: Full-time, Civil Service Classified, Union (Teamsters),

Salary: $3,712 - $4,369 per month (2023 wages)

Description: **General Function:**

The role of the Community Service Officer is a full-time, limited commission law enforcement support position. Employees perform various duties within the Police Department that do not require a full police commission, including prisoner transport, evidence and property management, code enforcement, parking enforcement, computer data entry and filing, and other duties as set forth in Centralia Municipal Code (CMC) 2.15.080.

Education and Experience:

Must possess any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability required to perform the job duties of the CSO.

Must possess a high school diploma or GED equivalent

Must also possess a valid Washington State driver's license and a driving record acceptable to the City and the City's insurance carrier. Also must be able to travel out of county as required.

Possession of or ability to obtain an appropriate valid Washington State Patrol Law Access Certification Level II within 6 months of employment.

Special Requirements:

Selected candidate must meet minimum Civil Service Requirements including a background screening. The successful applicant must be able to maintain strict confidentiality of highly sensitive information.

Selection Process:

Following the application period applicants will be invited for further Civil Service testing and ranking.

Benefits:

· Vacation and sick leave accruals, 11 paid holidays plus additional floating holidays

· Medical, dental and vision insurance options

· City paid $50,000 life insurance.

· Teamsters Retiree Medical

· Washington State Retirement Systems (PERS)

· Participation in VEBA (Health Reimbursement Account)

· Employee Assistance Program

· Choice of two (2) Employee contributed Deferred Compensation Plans

Application Process:

1. Submit a City of Centralia employment application (you may attach a resume but it must accompany the City's employment application) to **Civil Service Secretary, PO Box 609 / 118 W Maple, Centralia, WA 98531 (360-623-8251) or e-mail msteelhammer@cityofcentralia.com by Tuesday, February 14th by 5:00 pm.** (Postmarks NOT accepted). E-mail applications must be signed and mailed after electronic filing.

2. **All applicants must also complete and submit the Supplemental Questionnaire along with the completed application. Application will be incomplete without the questionnaire attached and will be disqualified.**

The City of Centralia is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans and persons with disabilities are encouraged to apply. The City will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify Personnel of the accommodation needed, preferably at the time of applying.

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

Class Code: 3111

CITY OF CENTRALIA
CLASSIFICATION DESCRIPTION

JOB TITLE: COMMUNITY SERVICE OFFICER **REPORTS TO:** POLICE COMMANDER

DEPARTMENT: POLICE DEPARTMENT **DATE:** SEPTEMBER 2016

GENERAL FUNCTION

This is a full-time, uniformed, limited commissioned law enforcement support position. Employees perform various duties within the Police Department that do not require a full police commission, including prisoner transport, code enforcement, parking enforcement, computer data entry and filing, and other duties as set forth in Centralia Municipal Code (CMC) 2.15.080.

This class description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

JOB DUTIES AND RESPONSIBILITIES

A. Essential Functions – CSOs:

1. Must be able to transport Centralia prisoners from the Lewis County Jail to Centralia Municipal Court and back.

2. Must be able to pick up and deliver messages, teletypes, and other correspondence from Central Dispatch and other local agencies.

3. Assist in the animal control function.

4. Must be able to perform routine office tasks with accuracy, including filing reports in alphabetical and numerical sequence.

B. Peripheral Functions - CSOs:

1. Render assistance to stranded motorists.

2. Perform limited parking and abandoned vehicle enforcement duties.

3. Maintains Department pawn records, including data entry into the statewide pawn file.

4. May be asked to assist the Evidence/Property Specialist with the Evidence and Property function; coordinate the destruction of contraband evidence, including illegal drugs, and process evidence for shipment to the courts and crime labs.

5. Perform other related duties as assigned.

WORKING CONDITIONS

Work is performed in an office setting, evidence vault, and in the field. Exposure to weather may occur while driving or performing fieldwork. Physical hazards exist from obstacles, heights, climbing stairs and ladders, motor vehicle traffic, and vicious, loose or diseased animals. Physical effort is required to carry up to 50 pounds.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES – CSOs MUST POSSESS:

1. The ability to operate motor vehicles, radios and related enforcement equipment with proficiency.

2. The ability to administer first aid.

3. The ability to enter data into the Department's computerized records system.

4. Physical strength and agility sufficient to perform duties.

5. The ability to establish and maintain harmonious and effective working relationships with co-workers, other government agencies and all segments of the public.

6. The ability to communicate effectively, both orally and in writing, including the ability to write clear and accurate reports.

7. The ability to follow oral and written instructions.

8. Knowledge of safe working practices.

PHYSICAL ACTIVITIES

1. The incumbent must have the ability to maintain physical condition and endurance to function effectively in emergency situations.

2. Work is performed while walking or driving in varying weather conditions. The CSO must be able to perform heavy manual labor, including, but not limited to, bending, stooping, twisting, pulling, working in confined spaces, and lifting at least 50 pounds.

EDUCATION AND EXPERIENCE

1. Any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability required to perform the job duties of CSO is acceptable.

2. A high school diploma or G.E.D. equivalent is required.

3. The applicant must pass a background investigation.

4. A valid Washington State driver's license and a driving record acceptable to the City and the City's insurance carrier is required.

5. Required to obtain valid first aid and CPR cards within the first year of employment.

6. The employee must be able to qualify with oleoresin capsicum and electronic control devices (TASER).

APPROVED:

City Manager	September, 2016 Date of Last Revision

CITY OF CENTRALIA

118 W. Maple Street/P.O. Box 609
Centralia, WA 98531
www.cityofcentralia.com

APPLICATION FOR EMPLOYMENT

Title of position you are applying for: _____ Today's Date: _____

YOUR CONTACT INFORMATION

Last Name	**First Name**	**Home Phone**	**Cell Phone**
Address	**Work Phone**	**Email Address**	
City, State, Zip	**How would you like us to contact you?**		

Are you a current or former City of Centralia Employee?	**Position/Department**	**Dates**
Relatives employed by the City	**Relationship**	**Department**

WORK HISTORY

Current or Most Recent Employer	Start Date	End Date	Supervisor
City/State	Position/Title	Employer Phone	
Job Duties			
Reason For Leaving:			

Do we have your permission to contact your current employer? YES NO

Employer	Start Date	End Date	Supervisor
City/State	Position/Title	Employer Phone	
Job Duties			
Reason For Leaving:			

Work History (continued)

Employer	Start Date	End Date	Supervisor
City/State	Position/Title	Employer Phone	
Job Duties			
Reason For Leaving:			

EDUCATION

Did you graduate from high school or obtain a GED?	☐ YES	☐ NO
School Name & Location		

Please list all Colleges and Universities attended:

School Name & Location	Start Date	End Date	Major/Area of Study	Degree/Year Awarded
School Name & Location	Start Date	End Date	Major/Area of Study	Degree/Year Awarded
School Name & Location	Start Date	End Date	Major/Area of Study	Degree/Year Awarded

Please list all Business and Trade Schools attended:

School Name & Location	Start Date	End Date	Major/Area of Study	Certificate/Year Awarded
School Name & Location	Start Date	End Date	Major/Area of Study	Certificate/Year Awarded
School Name & Location	Start Date	End Date	Major/Area of Study	Certificate/Year Awarded

Other Courses or Training Attended:

Institution	Location	Course	Course Length and Date
Institution	Location	Course	Course Length and Date

SPECIAL SKILLS AND KNOWLEDGE

Please list any special training, skills, professional memberships, certificates, licenses, or experiences that would pertain to the position you are applying for: _____

_____

FOR CLERICAL/ADMINISTRATIVE POSTIONS ONLY

Please indicate your level of skill with the following Microsoft Software Systems.

Word:	Excel:
PowerPoint:	Outlook:

FOR TRADES AND LABOR POSITIONS ONLY

Please list any specialized tools, machines and equipment you can operate.

1.	2.
3.	4.
5.	6.

Branch	Date Entered	Date Discharged
Please Describe any service-related skills that may be applicable to the position you are applying for:		
Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.01.010?	☐ YES	☐ NO

U.S. MILITARY SERVICE (FOR CIVIL SERVICE CLASSIFIED POSITIONS ONLY)

BACKGROUND INFORMATION FOR ALL POSTIONS

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S? ☐ YES ☐ NO
(Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)

Driver's license number _____ State _____ Expiration Date _____

Have you ever been disciplined or discharged for cause? ☐ YES ☐ NO

If yes, please briefly describe the circumstances: _____

_____

Please list any violations, tickets, accidents, or incidents in the last five (5) years that will be listed on your driving record.

_____

Have you reviewed the City of Centralia job description for the job you are applying for?

☐ YES ☐ NO

Do you feel you are able to perform the essential functions of the job either with or without reasonable accommodation?

☐ YES ☐ NO

REFERENCES

Please provide three references, including supervisors, subordinates, and peers.

Name	Relationship	Reference Contact Information
1.		
2.		
3.		

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I authorize the City of Centralia to investigate all statements in this application to secure any necessary information from all of my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City of Centralia from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City. I also authorize the City to secure financial and credit information through an appropriate agency, and I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to the City will provide me with a complete description of the nature and scope of the credit report investigation. It is further agreed and understood that I shall hold the City of Centralia harmless for use of any and all information gained through these inquires.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. I further understand that any misrepresentations in any of my answers or statements will result in a cancellation of my application, or if employed, will be cause for dismissal. I also authorize the City to supply information about my employment record, in whole or in part, in confidence or any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Centralia is required to complete a thorough background check as required by the Child/Adult Abuse Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a Conditional Offer of Employment for a position which requires a Commercial Driver's license.

If I am applying for an exempt position, I understand that nothing in this application or my communications with any Centralia official is intended to create an employment contract between the City of Centralia and me. In the event of my employment with the City, I will comply with all rules, regulations, and policies set forth in the City's policy manual or in communications distributed by the City.

I hereby acknowledge that I have read and understand the preceding statement, and to the best of my knowledge, I certify that all statements made by me on this application are true and complete.

_____ _____

Signature of Applicant **Date**

In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, age, color, national origin, sex, disability, sexual orientation, marital status, genetic information, veterans status, or any other basis prohibited by federal, state, or local law.

Reasonable accommodation with the application and examination process is available, upon request, for persons with disabilities.

AFFIRMATIVE ACTION QUESTIONNAIRE

Discrimination in employment is prohibited under TITLE VII of the Civil Rights Act of 1984 and Section 504 of the Rehabilitation Act of 1983. With the legal responsibility of making equal employment opportunity a reality, the City of Centralia has implemented an affirmative action program. The goal of the program is to attain proportional representation of the community at all levels of City employment.

For the purpose of effectively implementing the City's Affirmative Action Plan, we would appreciate your providing the information requested below. The information is entirely voluntary and will remain confidential. Supervisors or other departmental employees will not see the information.

Please check the sex with which you identify.

☐ Male ☐ Female

Please check the racial/ethnic group with which you identify. If you are more than one race, please check multi-racial and indicate your preference for Affirmative Action purposes.

☐ White/Caucasian ☐ Black/African-American ☐ Asian/Pacific Islander
☐ Hispanic ☐ Native American* ☐ Alaskan Native
☐ Multi-racial ☐ Other _____
(please specify)

*As set forth in EEOC Form 164 (EEO-9). Proof of tribal affiliation required.

Have you ever been on active duty in the U.S. Armed Services? ☐ YES ☐ NO
If yes, a. Dates served: _____ b. Are you a disabled veteran? _____ % _____

Do you have a physical, mental, or sensory disability that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself, or performing manual tasks? ☐ YES ☐ NO

If yes, please explain: _____
_____
_____
_____

Would you need any special equipment, help, or special arrangements to adequately perform the job for which you have applied? ☐ YES ☐ NO

Title of position for which you are applying _____

Name _____ Date _____

U. S. MILITARY SERVICE

Have you served in the U.S. Armed Forces? ☐ Yes ☐ No ***(if no, skip this page)***

Dates of Service: _____
From To Branch: _____
Date of separation from the United States active military service _____

Position Title/Rank, type of training or experience _____

Veterans' Preference / Scoring Criteria Status (Included only when scored testing is utilized.)

- Have you used Veterans' Preference in obtaining a previous position? ☐ Yes ☐ No

RCW 41.04.010 provides for a veterans' preference to be added to the final passing grade of certain veterans. If you believe that you are eligible to be considered for such preference you should complete the following questionnaire, by checking statements that apply to you.

Veterans shall be granted Scoring Criteria Status as provided by RCW 41.01.010. To be eligible, you must be a Veteran as defined in RCW 41.04.005, 41.04.007, you may be entitled to a hiring preference if you are honorably discharged veteran of any war or any military campaign of the United Sates, for which a campaign ribbon or expeditionary medal shall have been awarded.

The Scoring Criteria Status available to a Veteran can only be used "Until the Veterans First Appointment", once the appointment is made either with City of Centralia or any other employer, the credit is no longer available.

Scoring Criteria Status Claimed for Competitive Examinations: (please check one)

☐ Ten percent (10%) to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. Entrance exam only. The percentage shall not be utilized in promotional examinations;

☐ Five percent (5%) to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. Entrance exam only. The percentage shall not be utilized in promotional examinations;

☐ Five percent (5%) to a veteran who was called to active military service from employment with the state or any of its political subdivisions or municipal corporations. Available for first promotional exam only. (Eff. 7/26/09)

I hereby certify that, to the best of my knowledge, I am entitled to veterans' preference and that by falsely claiming veterans' preference; I will be disqualified from employment with the City of Centralia. I certify that I have not received a previous employment appointment here or at any other agency with the use of veterans' preference. I also understand that if employed, any misrepresentation of facts regarding my receiving veterans' preference is sufficient cause for dismissal.

A copy of my DD-214 accompanies this form.

Applicant Signature: _____ /s/ Application Date: _____

Print Full Name: _____

COPY OF YOUR FORM DD-214 MUST ACCOMPANY THIS FORM AT TIME OF APPLICATION

Centralia Police Department

Community Service Officer (CSO)
Supplemental Questionnaire

CONTROL NUMBER
_____

IMPORTANT: To ensure confidentiality and fairness, this questionnaire will be assigned a control number for tracking purposes. It's important that you do not write your name or any other identifying information anywhere on this packet. Doing so will result in disqualification.

INSTRUCTIONS: Please answer all of the supplemental questions in this packet. Your responses must be handwritten. Your application will be disqualified if your supplemental questionnaire is not handwritten.

When completed, please return this questionnaire along with your application to:

Civil Service Secretary / Examiner
City of Centralia
118 W Maple
P.O. Box 609
Centralia, WA 98531

PART I: Basic Qualifications:

Education

○ Some High School ○ High School Diploma or GED ○ AA, AS Degree or equivalent ○ BA, BS Degree or equivalent ○ Graduate Degree

PART II: Please rate your level of training, experience and comfort in the following skill areas by filling in the appropriate circle:

	No experience or training	Average skills / ability	Highly skilled, perform often
Customer Service Duties	○	○	○
Running Queries/ Entering Data in WACIC / ACCESS	○	○	○
Routine Filing	○	○	○
Running Queries/ Entering Data in NCIC	○	○	○
Using Spillman Records Management System (RMS)	○	○	○
Use of Microsoft Word	○	○	○
Use of Microsoft Office	○	○	○
Law Enforcement Experience	○	○	○
Answering Phones / Routing Calls	○	○	○
Experience in the care and handling of animals (not including personal household pets)	○	○	○
Spanish Speaking	○	○	○
Experience Transporting Prisoners	○	○	○
Experience With Report Writing	○	○	○

PART III: Essay Questions

Please provide a brief, hand-written response to each of the following questions:

1. There are currently several job openings in the law enforcement field throughout the state. Briefly discuss why you desire to work for the Centralia Police Department and what you will bring to our team.

2. As a Police Department employee you will be privy to personal information of an embarrassing or compromising nature that will come to light during investigations. Briefly discuss the importance of discretion and explain how you will ensure the confidentiality of information learned in the course of your duties.

3. As part of your duties, you may have to deal with people who will become hostile, irate and/or uncooperative. Briefly describe how you will deal with these people and situations.