



## CIVIL SERVICE COMMISSION

# THE CITY OF FIRCREST

115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

**The Fircrest Civil Service Commission is accepting applications to establish an eligibility list for the following position:**

**POSITION:** POLICE OFFICER - LATERAL ENTRY (Not Park Police nor Military Police)

**FILING OPENS:** April 23, 2017

**LAST DATE TO FILE:** May 16, 2017 - 5:00 p.m.

**SALARY RANGE:** \$4,898 Step A - \$6,252 per month + Excellent Benefits  
(\*May start at other than Step A, depending on experience and qualifications.) Benefits include longevity pay, compensatory time, education incentive pay, take home cars if reside within ten mile radius of Fircrest, and medical and dental benefits.

**THE POSITION:** Perform general duty police work involving resolution of citizen and public safety concerns; the protection of life and property; the enforcement of laws and ordinances; the prevention and investigation of crimes; and maintenance of order.

**THE DEPARTMENT:** The Police Department has a staff of nine full-time and three regular part-time personnel. Uniformed officers have a Guild. The department is housed in the City's Public Safety Building with the Tacoma Fire Department. Currently, the Department operates with six police cars and one motorcycle.

**THE LOCATION:** The City of Fircrest is a 1.55 square mile, predominately residential community with a population of 6,525. Fircrest is contiguous to Tacoma and is a non-charter code city operating under a Council-Manager form of government.

**MINIMUM QUALIFICATIONS** The City of Fircrest is seeking a candidate with a commitment to serving and protecting the community. Minimum qualifications:

- Employed as a commissioned, full-time, general authority law enforcement officer (not military or park police), for a minimum of 12 months in the past 36 months in a civilian governmental jurisdiction
- High school graduate or G.E.D.
- Must be at least 21 years of age at time of appointment
- U. S. citizen
- Successful completion of the Washington State Basic Training Academy or the ability to successfully complete the Washington State Basic Training Equivalency Test within one year after employment
- Must possess or be able to obtain by time of hire, a valid Washington State driver's license without record of suspension or revocation in any state
- No felony convictions or disqualifying criminal histories
- Must be of good moral character and of temperate and industrious habits
- Must be able to read and write the English language

*Applicants are encouraged to self-assess ability to meet the minimum qualifications required*

**SELECTION PROCESS:**

- Review of education and experience
- Oral board interview (70% minimum grade and 100% maximum grade)
- Ranking of finalists
- Veteran's scoring criteria credit will be given according to state law
- Physical assessment, which measures strength, flexibility, and aerobic capacity for variables that may affect job performance, and basic cardio-respiratory screening (pass-fail)
- Pre-employment drug screen, medical, polygraph and psychological examinations (pass/fail)
- In-depth background investigation, including driving record (pass-fail)
- Interviews with Police Chief and City Manager

Those failing any phase will be removed from consideration.

**CERTIFICATION:** Certification will be made by the Civil Service Commission on the basis of competitive examinations. An eligibility list will be established with names, in ranking order, of those candidates.

**APPLICATION:**

- Interested applicants must submit a City of Fircrest application and resume providing additional training and experience explanation
- Incomplete application forms will not be considered or returned to the applicant.
- Only those applicants returning completed application forms and otherwise qualified for examination will be notified as to time and place of the oral interview.

**Application form and resume must be received by 5:00 p.m., May 16, 2017**

**SEND APPLICATION TO:**

Chief Examiner Lisa Keely  
Fircrest Civil Service Commission  
115 Ramsdell Street  
Fircrest WA 98466

Telephone: (253) 238-4123      Fax: (253) 566-0762

***EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***

**GENERAL INFORMATION FOR APPLICANTS**

**SELECTION:**

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

**EMPLOYMENT:**

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibit the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the work place.
- The City of Fircrest is a drug-free workplace and there will be a pre-employment drug screen.