

# CIVIL SERVICE COMMISSION

The Fircrest Civil Service Commission is accepting applications for the following position:

- POSITION:** POLICE OFFICER - LATERAL ENTRY (Not Park Police nor Military Police)
- FILING OPENS:** October 25, 2022
- FIRST READING:** November 30, 2022
- LAST DATE TO FILE:** *Open Until Filled*
- SALARY RANGE:** \$6,520 (Step A, starting salary\*) - \$8,320 per month + Excellent Benefits (2023 rates). (\*May start at other than Step A, depending on experience and qualifications.) Benefits include longevity pay, compensatory time, education incentive pay, medical and dental benefits, take home vehicle if within a 20-mile radius.
- THE POSITION:** With general supervision, performs police patrol, investigation, traffic regulation, and related law enforcement activities.
- THE DEPARTMENT:** The Police Department has a staff of ten full-time and two 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 nine police cars and one motorcycle.
- THE LOCATION:** The City of Fircrest is a 1.55 square mile, predominately residential community with a population of 7,215. 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 54 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. **APPLICATION AVAILABLE ON CITY WEBSITE**
- 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.

**SEND APPLICATION TO:**

Arlette Burkhart  
Chief Examiner  
[aburkhart@cityoffircrest.net](mailto:aburkhart@cityoffircrest.net)  
Fircrest Civil Service Commission  
115 Ramsdell Street  
Fircrest WA 98466

Telephone: (253) 564-8901

***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 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 prohibits 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 workplace.
- The City of Fircrest is a drug-free workplace and there will be a pre-employment drug screen.