

## FIRCREST CIVIL SERVICE COMMISSION

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

**POSITION:** POLICE SERGEANT  
**FILING OPENS:** 04/18/2023  
**LAST DATE TO FILE:** 04/26/2023 - 5:00 PM  
**SALARY RANGE:** \$7410 (Step A starting salary) - \$9458 monthly + Excellent Benefits.  
(The rate listed is the 2023 rate.)

**THE POSITION:** With general supervision of Police Chief, supervises and performs police patrol, investigation, traffic regulation, and related law enforcement activities. Exercises general supervision over police officers.

**THE DEPARTMENT:** The Police Department has a staff of eleven full-time and two regular part-time personnel. The Department shares the 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 miles, 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 plan of government.

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

- High school graduate or G.E.D. supplemented by two-year community college degree or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and
- Completion of Washington Law Enforcement Commission Basic Training Academy or equivalent; and
- Minimum of two years' work experience as a fully commissioned police officer with the City of Fircrest; and
- Must be a fully commissioned police officer with the City of Fircrest for the last two consecutive calendar years; and
- 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 their ability to meet the minimum qualifications required.***

**PAGE 2**

**SELECTION  
PROCESS:**

- Review of education and experience.
- Oral board interview (70% minimum grade)
- Written examination
- Ranking of finalists
- Physical assessment, which measures strength, flexibility, and aerobic capacity for variables that may affect job performance, and basic cardio-respiratory screening (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 the 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 written examination.

**Application form and resume must be received by 5:00 PM, 04/26/2023.**

**SEND APPLICATION  
TO:**

Arlette Burkhart  
Chief Examiner/Secretary  
aburkhart@cityoffircrest.net  
Fircrest Civil Service Commission  
115 Ramsdell Street  
Fircrest, WA. 98466

Phone: (253) 564-8901

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

**PAGE 3**

**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.
- Persons selected for testing will be notified approximately ten days following the position closing date. If you need special accommodation during the interview phase of the selection process, please provide the City with seventy-two hours advance notice. The City endeavors to reasonably accommodate everyone. All applicants assessed and interviewed will be sent written notification of the testing and 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.
- Except for those employees who are under contract, all employees are considered "at-will" employees. The employment relationship may be terminated by the City or the employee at any time.
- 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.