EXCEPTIONAL (GRADUATE) POLICE OFFICER JOB DESCRIPTION & TESTING PROCESS

MINIMUM QUALIFICATIONS

- 21 Years of Age
- No Felony Convictions
- Valid Washington State Driver's License and be able to provide proof of insurability
- United States Citizen and the ability to read and write the English language as required by RCW41.14.100.
- High School Diploma or G.E.D Certificate
- Good Physical Health and Condition

QUALIFYING EDUCATION AND EXPERIENCE (MINIMUM REQUIREMENTS)

- Applicant must have graduated from the Washington State Criminal Justice Basic Law Enforcement Academy.
- Must have been employed as a full time law enforcement officer with a municipal, county or state law enforcement agency for over ten months, and resigned or released, not for cause.

SUMMARY OF DUTIES, WAGES, AND BENEFITS

Eatonville Police Officers perform work under general supervision that involves the protection of life and property, the enforcement of laws and ordinances, the maintenance of order and the investigation of crime. This position is generally under the direction of the Chief of Police. The hours of work and shifts are variable.

KNOWLEDGE/ABILITIES

Ability to analyze situations quickly and objectively, recognizing actual and potential dangers and determine a proper course of action.
Ability to write clear incident reports, organizing details logically.
Ability to read, understand and interpret laws, ordinances, rules and regulations.
Ability to learn quickly applicable Federal and State Laws and Town Ordinances, and established principles, practices, policies and procedures of police work.
Ability to cope with situations firmly, tactfully, and with respect for individual rights.
Ability to establish and maintain effective relations with fellow employees and with citizens from all racial, ethnic and economic backgrounds.

TYPICAL DUTIES

Major duties involve responding to calls for service, patrolling in a direct manner, to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases and protecting persons and property. When not responding to priority calls for service or otherwise directed by a supervisor, the police officer is expected to use self-directed work time in an efficient manner by self-initiating work on neighborhood problems and seek solutions consistent with the Department Mission.

WAGES AND BENEFITS

The wage range is $4123 - $4723 plus longevity.

The current benefit package includes Medical, Dental, Basic Life Insurance, Basic Employee Assistance Program, Vision Service Plan. Also included are paid holidays, sick leave, vacation, and overtime compensation. Police officers also participate in the Washington State Law Enforcement Retirement System and may elect to participate in the deferred compensation programs.

EXAMINATION PROCESS

Required Application Materials: On-line or paper application, personal history questionnaire (PHQ), personal resume, copy of your current Washington driver license, and a copy of your Washington State Peace Officer Certification are required. Incomplete application packets will not be considered. *The (Eatonville Civil Service is not responsible for errors of any kind with faxed or e-mailed application packets.)* Original signature is required on paper application forms. It is the responsibility of the applicant to carefully list all pertinent experience and training. Such information would include such things as: resumes of experience, letters of recommendation, examples of work history related to the position for which the applicant is applying, specific education and/or training that is related to the position for which the applicant is applying.

Oral Board Interview: An interview panel will evaluate the applicant's ability to communicate verbally and articulate his/her thoughts and reasoning, and evaluate applicant's education and experience. Passing score 70%.

Placement on the eligibility list is determined by examination scores.

- Oral Board Examination: - Passing Score 70%

MUST SUCCESSFULLY PASS THE FOLLOWING

Oral Board
Background and Criminal History Investigation
Polygraph
Medical Exam
Psychological Exam

Applicants claiming veteran's preference must bring a copy of their DD-214 to their interview.

Town of Eatonville Applications may be filed online at:
http://eatonville-wa.gov
Personal History Questionnaires will be available online 06/23/2016