

JOB ANNOUNCEMENT

DATE: March 5, 2010

DEPARTMENT: Police

POSITION: Community Service Officer (C.S.O.) III - Patrol

EFFECTIVE: Immediately Upon Selection

BI-WEEKLY SALARY RANGE: \$1,077 - \$1,590

GRADE: 7

JOB DUTIES: An employee in this position responds to non-emergency law enforcement calls for service and performs other administrative procedures in support of sworn officers. Depending upon job assignment a C.S.O. may be required to interview victims, take, prepare and process crime reports and crime scene evidence; follow-up unsolved investigations, use NCIC and computerized records to research and update required information; collect fingerprints and take photographs when necessary; assist with the processing of evidence while working in the property room; respond to and assist with traffic incidents and traffic/crowd control situations; make house checks; respond to law enforcement and crime information requests; testify in court as needed and all other job related duties as assigned. The primary duties of this position are performed in the field, subject to outside weather conditions and stressful, emotional situations.

QUALIFICATIONS: Must be 19 years or older at the time of employment; have a high school diploma or G.E.D.; possess a valid driver's license; and have no felony convictions or disqualifying criminal history. Due to the nature of the work, accuracy, attention to detail, analytical skills and both verbal and written communication skills are necessary. Must have excellent interpersonal skills with the ability to interpret, apply and explain rules and regulations, interview, and work with a variety of individuals. At times the individual may be subject to stressful and emotional situations.

The applicant should possess an interest in or knowledge of general law enforcement operations. The position requires that the applicant be willing to work a varied work schedule, including days, nights, weekend and/or holiday shifts. A thorough background investigation, voice stress analysis and drug screen are required.

APPLICATION PROCEDURE: Applications may be obtained from the City website www.tfid.org or from the Human Resource Office located in City Hall, 321 2nd Avenue East. Interested applicants must submit a completed employment application. Apply immediately. For additional information, contact 735-7268 or direct email to www.hr@tfid.org. **The closing date for this position is March 22, 2010.**

CITY OF TWIN FALLS
Human Resources Department

An Equal Opportunity Employer- Drug Free Workplace