



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Quartermaster (Civilian Position)
Police Department

Pay Grade: 51 Pay Range: \$15.11 to \$21.15 per hour plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Non-exempt (eligible for overtime)

QUALIFICATIONS: High school Diploma or equivalent. Must possess a current Arizona driver's license or have the ability to obtain one upon employment. Experience in Law Enforcement or related field preferred but not required.

SPECIAL REQUIREMENTS: Candidate must successfully pass a full background investigation, polygraph examination or similar, drug test, oral board review, driving and credit check. Work schedule will be Monday through Friday, 8:00 am to 5:00 pm, with some scheduling flexibility based upon the department's needs.

TASKS: Responsible for the management, control, accountability and distribution of equipment and uniforms for all sworn and non-sworn employees and the maintenance of an inventory database/spreadsheet cataloging issued or returned equipment and uniforms. Responsible for Police Department vehicle procurement and outfitting and issuing, ordering and inventorying of all ammunition, firearms and range supplies. Conduct research on all law enforcement related equipment and products. Prepare research reports and present findings to department staff and the Chief of Police. Conduct and assist with background investigations on all sworn and non-sworn Police Department applicants. Create and maintain an applicant testing database. Screen applications for areas of disqualification based upon department policy or Arizona Police Officers Standards and Training (AZPOST) rules. Assist with the hiring process of new Police Department employees.

KNOWLEDGE: Applicant must have a working knowledge of computer databases, spreadsheets, Microsoft Word, Excel, PowerPoint, Access, e-mail and the Internet. Applicant must possess knowledge of, or ability to learn, human resource law and hiring practices, AZPOST background investigation rules and candidate hiring processes for police officer certification. Must have basic knowledge of law enforcement related equipment, ammunition, uniforms, firearms and vehicles.

SKILLS and ABILITIES: Must possess the skills necessary to provide superior customer service to both internal and external customers; have the ability to uphold the City's Mission and Vision statement as well as the values of the department; demonstrate the ability to establish and maintain effective working relationships with government agencies, officials, employees and the general public; learn and adopt departmental procedures and regulations associated with the handling of police property, equipment and vehicles; follow and understand both written and verbal instructions; and maintain confidentiality of police matters, specifically background investigations.

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicle as needed. Must be able to lift at least 35 pounds.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of described duties.

Deadline: Applications must be received by 5:00 p.m. January 2, 2007

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1347 (928) 777-1315 (800) 738-6205 TDD (928) 777-1100 Fax (928) 777-1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

EEO/M/F/V//H/D/NSE Posted: December 20, 2006

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.