



CITY OF PRESCOTT, AZ
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
COMMUNITY RESTITUTION PROGRAM MONITOR
Police Department

Work schedule will require flexible hours and weekends.
Pay Grade: 44 Pay Range: \$12.71 to \$17.80 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 and two years of supervisory experience.

Special Requirement: Candidate of choice must possess current AZ Driver's License with satisfactory driving record, must successfully pass a complete background investigation, polygraph examination, drug testing, oral board review, driving and credit check.

Tasks: Schedule and coordinate work crews; supervise and assign work crews to community service jobs as established by City Court, the City of Prescott and the Prescott Police Department; maintain accurate records of hours worked by those assigned; maintain file of services completed; analyze operational problems and make recommendations to correct or improve procedures; keep records, files, logs, ledgers, etc. of activities in order to provide accurate documentation of work performed or information that can easily be retrieved; compile data for administrative analysis, prepares reports or summaries of data from records; serves as a representative of the City of Prescott and Prescott Police Department.

Knowledge, Skills and other Characteristics:

Knowledge of:

- Procedures, tools, materials and equipment used in a variety of clean-up, repair and maintenance projects.
- Budgetary practices, scheduling and coordination of work and work crews.
- Supervisory practices.

Skill in:

- Establishing and maintaining effective working relationships with other governmental agencies, officials, community service workers and the general public.
- Clearly communicating the program's policies and procedures.
- Understanding and carrying out oral and written instructions.
- Working independently with limited direct supervision.
- Contributing effectively to the accomplishment of work goals, objectives and activities.
- Operating equipment commonly used in community service work programs.

Physical and Visual Ability: sufficient to effectively and safely perform required duties, lift 25 – 35 lbs. and to safely operate required equipment and City vehicle as needed.

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 duties as described.

Deadline: Applications must be received by 5:00 p.m. March 6, 2007.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777- 1347 (928) 777-1315 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213
Email: personnel@Cityofprescott.net Visit our website at www.Cityofprescott.net Job Hotline: (928) 777-1280
EEO/M/F/V/H/D/NSE Posted: February 21, 2007

Para oportunidades de empleo con la Ciudad de Prescott, favor de llamar 928-777-1279.

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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.