



CITY OF PRESCOTT, AZ  
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY  
**COMMUNITY SERVICE OFFICER – 1/2\* Time**  
**Police Department**

\*20 Hours per week  
Pay Grade: 49    Pay Range: \$14.67 to \$20.53 per hour plus benefits (excluding health insurance)  
New employees usually start at beginning level of pay range.  
FLSA status: Non-exempt (eligible for overtime)

**Qualifications:** High school diploma or equivalent. Must be able to type 30 wpm. Must possess current AZ Driver’s License in good standing. Experience in Law Enforcement or related field preferred. Candidate must successfully pass background investigation, polygraph examination, drug testing, oral board review, driving and credit check.

**Tasks:** Receive telephone and walk-in civil and criminal concerns and records appropriate reports; Interview witnesses; Provide visitor and general information to customers; Communicate with the general public on information regarding special events and programs; Review and follows-up on incident reports from officers and detectives. May be required to testify in a court of law; Performs research to acquire needed information; Perform related duties as directed by a supervisor.

**Knowledge, Skills and other Characteristics:**

Applicant must have the ability to:

- ✓ Learn police and court procedures
- ✓ Communicate clearly and concisely both orally and in writing
- ✓ Demonstrate excellent customer service skills
- ✓ Establish and maintain good working relationships
- ✓ Write legibly
- ✓ Possess intermediate level computer skills
- ✓ Exercise good judgment
- ✓ Maintain valid AZ drivers license and good driving record

Applicant must have skill in:

- ✓ Utilizing public relations techniques in responding to inquiries and complaints
- ✓ Establishing and maintaining effective working relationships with the agency and community
- ✓ Oral communications in one-on-one and group situations

**Physical and Visual Ability:** sufficient to effectively and safely perform required duties, lift 25 – 35 pounds, 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. January 8, 2008.**

**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](mailto:personnel@Cityofprescott.net) Visit our website at [www.Cityofprescott.net](http://www.Cityofprescott.net)

EEO/M/F/V/H/D/NSE

Posted: December 24, 2007

Michael Kabbel \_\_\_\_\_  
Deputy Police Chief

Jolaine Jackson \_\_\_\_\_  
Human Resources Director

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MAJOR BENEFITS FOR HALF-TIME (PART-TIME) REGULAR EMPLOYEES: Pro-rated paid vacation, sick and holidays, Arizona State Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. Medical benefits do not apply to part-time employees. PROBATION: An established six(6) - month 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.