



# EMPLOYMENT OPPORTUNITY

## Police Support Officer

### Police Department

City of Mill Creek, 15728 Main Street, Mill Creek, WA 98012 ♦ 425-745-1891

**SALARY:** \$3,384 - \$4,537 per month plus benefits. Incentive awards available above base salary.  
**DEADLINE:** Recruitment is open and continuous. Ranked eligibility list will be periodically certified by the Civil Service Commission as needed. There is no vacancy at the present time.

#### TO APPLY:

- **Apply online at [www.publicsafetytesting.com](http://www.publicsafetytesting.com).** Go to step 1 and select Corrections Officer in the Washington list. When the agency list appears, select City of Mill Creek Police Support Officer. Continue through remaining steps to complete the online application and fee payment process.
- No Internet access? Call toll-free 1-866-HIRE-911.

#### GENERAL FUNCTION:

This position performs a variety of support services for the Mill Creek Police Department in the areas of animal control, parking enforcement, noise regulations, responding to calls for assistance of a non-criminal nature, transporting prisoners, and other activities within the department. This position is a “specially commissioned Washington peace officer” as defined in RCW 10.93.020(5).

#### REQUIREMENTS:

##### Minimum Requirements:

- 21 years of age or older at time of appointment.
- Possess a high school diploma or certificate of equivalency (GED).

##### Other Requirements:

- Be able to pass a criminal background investigation (including fingerprinting), polygraph and psychological examinations, and meet the physical requirements for acceptance to the Washington State Criminal Justice Training Commission Corrections Officer Academy.

##### Licenses/Certifications:

- Possess a valid Washington State driver’s license and an insurable driving record, or ability to obtain them within one (1) month of hire.
- Be a graduate of, or have the ability to complete within one year of hire date, the Washington State Animal Control Academy.
- Be a graduate of, or have the ability to complete within one year of hire date, an approved Basic Correction Officers Academy.

#### ESSENTIAL JOB FUNCTIONS:

1. Patrol and inspect areas of the city to administer and enforce the animal control, noise and parks regulations and parking statutes of the City of Mill Creek.
2. Respond to complaints from the public about possible violations of animal control, noise and parks regulations, and parking statutes. Utilize problem solving techniques prior to taking legal action.
3. Investigate complaints in light of city, county, and state laws pertaining to animal control, noise, park rules and parking. Assist the prosecuting attorney in the preparation of cases for court and testify in court proceedings.
4. Apprehend animals as required to enforce animal control ordinance. Impound animals when necessary and deliver them to the appropriate animal shelter or care facility.
5. Prepare, analyze, and maintain records and reports related to daily activities to include statistical reports to identify problem areas and service needs. Prepare and disseminate plans to address the identified problems.

6. Assist the Washington State Game Department and perform limited wildlife service as needed.
7. Establish and maintain animal facility and care standards to ensure the public safety and the welfare of animals.
8. Provide training and advice to officers, staff, and the public in the area of animal control and parking and park rules enforcement.
9. Handle calls regarding sick, dead, and/or injured animals and transport them to appropriate facility.
10. Transport or assist other department personnel in the transportation of prisoners to detention facilities or to and from court in a safe, efficient, and expeditious manner.
11. Ability to use handcuffs, waist restraints, ankle restraints, and other defensive sprays and equipment when warranted.
12. Demonstrate regular, predictable, and reliable attendance during normal business hours.

#### **OTHER JOB FUNCTIONS:**

1. Stay abreast of current trends, activities, and newly enacted laws relating to animal control, noise regulations, parking enforcement, and prisoner transport. Recommend revisions to the city code and operational procedures.
2. Coordinate with other jurisdictions on matters pertaining to animal control, parking enforcement, and prisoner transport.
3. Establish favorable public relations through communications and the development and implementation of programs with citizens, schools, and civic groups.
4. Develop, implement, and monitor the pet and facility licensing.
5. Ensure that the booking and jail areas are clean and supplied with necessary forms, supplies, and equipment.
6. Research, purchase, and maintain necessary supplies and equipment as well as assist in budget preparation in the assigned areas.
7. Assist with traffic control, public assists, vacant house checks, vehicle maintenance, and other areas as needed.
8. Maintain the Animal Disaster Plan and, in case of a disaster, coordinate and implement the plan.
9. Perform related duties and other support services as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Care and use of assigned equipment to include tranquilizing and euthanasia of animals.
- Care and feeding of animals.
- Laws, codes, statues, regulations and policies and procedures applicable to the position.
- Safe driving techniques.

##### **Ability to:**

- Deal effectively with hostile or aggressive persons and apply physical restraint techniques on persons in custody.
- Operate a marked law enforcement vehicle to transport animals and prisoners.
- Recognize common animal diseases including rabies.
- Handle animals in a humane manner in a variety of situations.
- Understand and follow written and oral instructions.
- Express ideas clearly and effectively orally and in writing.
- Maintain simple records.
- Perform manual tasks.
- Deal tactfully and courteously with the general public; maintain composure in difficult situations.
- Work independently, prioritize work, and meet deadlines.
- Read and analyze statutes and other written communications and have satisfactory writing ability to draft reports, citations, and memoranda.
- Operate specialized animal control equipment.

- Function effectively as part of a work team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff, suppliers and the general public.
- Operate a variety of computer software applications to include word processing, data base, and police related applications.

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS/HAZARDS:**

Duties are performed both indoors and outdoors individually and as part of a work team. Duties are performed during varying hours and days. Incumbent may be subject to after hours call out. The City of Mill Creek provides a smoke-free environment for its employees, and smoking is prohibited in city facilities and vehicles.

Hazards include:

- Exposure to a variety of stressful and dangerous situations, including handling subjects in custody; handling dangerous animals with the intent to attack; animals with life threatening diseases; sick or injured animals; angry, hostile citizens; and other life threatening situations.
- Possible exposure to blood and body fluids when handling prisoners and animals.
- Exposure to a variety of weather conditions including sun, rain, and snow.

Physical abilities:

- Dexterity of hands and fingers for frequent operation of a computer keyboard.
- Exerting peak physical effort needed to restrain subjects in custody or handling large and/or injured animals such as cats, dogs, livestock, etc.
- Lifting a minimum of 75 pounds (may include heavy, moderate or light lifting and carrying).
- Walking over uneven ground.
- Bending at the waist.
- Kneeling or crouching.
- Driving a city vehicle while obeying all traffic laws.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information over the phone and in person.

### **WORK HOURS:**

This is a regular, full-time position and the work schedule is five consecutive days of eight consecutive hours exclusive of a one-hour unpaid lunch break unless an alternate work schedule has been approved. Work hours to be determined by department supervisor. Occasionally the incumbent may be required to work overtime or outside of the normal work schedule.

### **BENEFITS:**

Benefits include medical, dental, and vision insurance; retirement system; alternative to Social Security program; vacation and sick leave accrual; and 11 paid holidays per year. This position is a bargaining unit position. Applicants please note that employees of the City of Mill Creek do not participate in the Social Security program. For information on how this may affect your retirement benefit, call Social Security at 1-800-772-1213 or go online at [www.socialsecurity.gov](http://www.socialsecurity.gov).

### **SELECTION PROCESS:**

A limited number of applicants will be contacted by telephone and invited to an oral board interview process. For all numerically scored elements, the minimum passing score shall be 70% of the total points possible for that element. Finalists being considered for employment will be required to successfully pass a criminal background investigation (including fingerprinting) and a polygraph examination. Any offer of employment for this position will be conditioned upon the applicant successfully passing a psychological examination and meeting the physical requirements for acceptance to the Washington State Criminal Justice Training Commission Corrections Officer Academy.

**QUESTIONS?** Email [humanresources@cityofmillcreek.com](mailto:humanresources@cityofmillcreek.com) or call 425-921-5775.

*The City of Mill Creek is an Equal Opportunity Employer.*