

# POSITION VACANCY

## Police Services Specialist

Fulltime/Non-Exempt

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### [CLICK HERE TO APPLY TODAY!](#)

**SUMMARY OF POSITION:** Perform a variety of clerical & specialized office duties in support of police activities while maintaining strict confidentiality of information. Process applications by providing background checks for concealed pistol permits, gun purchases business licenses and law enforcement applicants. Enter state accident reports, citations, juvenile arrest information and pawn tickets into the local I/Leads computer system. Record missing persons, stolen and pawned property, protection orders, and warrants into the WACIC/NCIC state and national data bases meeting deadlines.

**REQUIRED MINIMUM QUALIFICATIONS:** *(Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job):*

- High school diploma/GED
- Two years of clerical and customer service experience
- Knowledge of modern office principles, practices & techniques, strong computer software skills & ability to type 40 wpm.
- \*This position is subject to an extensive background investigation (polygraph, drug use history, criminal convictions, etc...).

### DESIRED QUALIFICATIONS:

- Law enforcement agency experience preferred
- Bi-lingual (English/Spanish) preferred

**COMPREHENSIVE BENEFITS PACKAGE:** The City offers a full benefits package with affordable options for full family coverage for medical, dental, vision and life insurance. The City also offers many other perks including:

- 12 days of vacation during the 1st year of employment and 12 days of sick leave
- 10 holidays, plus each employee receives 1 floating holiday each year
- Washington State Department of Retirement Systems (DRS), which offers a guaranteed monthly benefit upon retirement once vesting criteria has been met
- In addition to DRS, employees may also contribute to a 457 Deferred Compensation Plan
- Other benefits offered: Employee Assistance Program, Tuition Assistance, Flexible Spending Plan, Long-Term Disability, Aflac and Flexible Schedule (per department approval)

**SALARY:** \$23.11 - \$27.01 /hr., plus benefits

**APPLY BY:** January 4<sup>th</sup>, 2022

**CONTACT:** Please contact HR at (509) 545-3408, with questions regarding employment opportunities with the City of Pasco.

No fax/email or incomplete applications accepted.

The City of Pasco does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, or disability in employment or the provision of services.

Minorities and women are encouraged to apply.