



**PORT TOWNSEND CIVIL SERVICE COMMISSION
POSITION ANNOUNCEMENT AND CIVIL SERVICE TESTING INFORMATION**

EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE

The Port Townsend Civil Service Commission will be accepting applications for the Executive Assistant to the Chief of Police position until 5:00 p.m. on Thursday, January 26, 2017. Following completion of the required Civil Service screening, testing and interview process, one applicant will be selected to fill a current job opening.

Job Summary

The Executive Assistant reports directly to the Chief of Police and performs a wide variety of executive secretarial and administrative duties, and broad range of tasks in support of the Chief. The person in this position is distinguished from other administrative support personnel in that the job provides highly sensitive support. These duties include fielding and responding to inquiries and mail directed to the Chief, assisting with personnel-related records, and researching and providing project support for critical departmental programs. There are no direct supervision responsibilities with this position.

The complete Executive Assistant to the Chief of Police job description is available at the City's web site www.cityofpt.us/hr/employment.html or at the City Administration offices at 250 Madison Street, Second floor. The position is full-time, 40 hours per week and is a non-union position.

Beginning salary: \$23.49 - \$26.32/hr DOQ. . Excellent benefits are provided.

Required Qualifications

High school diploma or GED and five years increasingly responsible administrative work experience, including demonstrated experience in office management, accounting, computers and administrative skills. Placement in this position is subject to a criminal background investigation. (Please see job description for preferred qualifications)

Testing Process

Standardized Exam

The standardized examination which will include questions related to spelling, grammar, basic math, reading comprehension, and knowledge of office procedures. Minimum passing score is 70%.The applicants with the top fourteen (14) passing test scores will be eligible to move on to the next phase of the testing process, the Panel Interview.

Panel Interview

The panel interview will be scored by 3-4 evaluators and will include a series of questions to assess the applicant's communication skills, experience and performance criteria relevant to the position. Minimum passing score is 70%.

Test Scoring

Final scoring for each applicant will be calculated using 30% weight of the Standardized Exam score and 70% weight of the Panel Interview score. Veterans scoring criteria is applied as applicable. Final scores are ranked and approved by the Civil Service Commission as an employment eligibility list.

The five top scoring candidates on the employment eligibility list will be eligible for interview by the Chief of Police, with one candidate selected to fill the current job opening. Following a conditional offer of employment, the Executive Assistant candidate must successfully pass a criminal background check prior to hire. Additional successful applicants will be placed on an employment eligibility list which will be retained for six months.

Testing Schedule

Standardized Examination

Date: Friday, February 3, 2017
Time: As scheduled, following invitation
Location: Cotton Building, 607 Water Street, Port Townsend

The standardized exam will take approximately 2 hours. Candidates who are deemed to have met the minimum required qualifications for the position will be invited to participate in the standardized testing process.

Panel Interview:

Dates: Friday, February 10, 2017 or Monday, February 13, 2017
Time: As scheduled, following invitation
Location: Port Townsend City Hall, 250 Madison, Port Townsend

How to Apply

A fully completed Civil Service application (www.cityofpt.us/hr/employment.html) cover letter and resume are required and must be received no later than 5:00 p.m., Thursday, January 26, 2017. **Please be sure you have completed the Civil Service Commission Application Form (not the regular City Employment Application Form).** Application packages may be mailed to Human Resources, 250 Madison, Port Townsend WA 98368, returned in person to City Administration, 250 Madison SUITE 2, Port Townsend or submitted via e-mail to hr@cityofpt.us with the header EXEC.

Veterans Preference

In accordance with State law RCW 41.04.010, 41.04.005 certain veterans as defined in RCW 41.01.007 are eligible to receive a scoring criteria status in examinations. A scoring criteria status is the addition of a percentage to the "passing mark, grade or rating" received in a competitive examination by a veteran. All veterans' scoring criteria may be claimed UPON RELEASE FROM ACTIVE MILITARY SERVICE. If claiming Veteran's scoring criteria status, the Veteran's Scoring Criteria Status In Examinations Form and a copy of applicant's DD-214 must be provided with your application.

**If you have questions about the testing process, please contact
Kelly Wheeler, HR Specialist at 360-302-2195.**

THE CITY OF PORT TOWNSEND IS AN EQUAL OPPORTUNITY EMPLOYER