



City of Tukwila

6200 Southcenter Boulevard • Tukwila, Washington 98188

Jim Haggerton, Mayor

Summer 2011

Dear Certified Entry Police Officer Applicant:

The City of Tukwila is currently accepting applications for **CERTIFIED ENTRY POLICE OFFICER**. In order to qualify, you must have **completed a recognized police training academy or equivalent courses necessary to allow certification with the Washington State Criminal Justice Training Commission (WSCJTC)**.

In order to expand our eligibility list, we are able to offer a flexible testing schedule. If you are interested in testing with our department, please return your application to me as soon as possible, indicating your schedule availability. If you will be traveling from out-of-state, please indicate your travel plans for the Seattle area as well. We will do our best to accommodate your schedule.

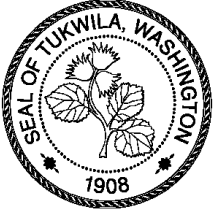
Our initial testing process consists of two parts: A written examination and an oral board. The one and one-half hour written examination consists of reading comprehension, spelling, and writing skills, followed by a one-hour oral board with the police chief and his administrative team. For your travel plans, all testing is completed within the one day. A fitness assessment is not administered until after a final job offer has been made to a selected candidate and is considered a part of the final medical evaluation.

To learn more about our City and our police department, please visit our website at www.TukwilaWA.gov.

We are excited to find qualified experienced officers to fill any vacancies we might have. Please feel free to contact me at 206-431-2187 or civilservice@TukwilaWA.gov if you have any questions.

Sincerely,

Kim Gilman
HR Analyst



CITY OF TUKWILA

6200 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 433-1844 Job Line: (206) 433-1828

POSITION OPENING

POSITION: **CERTIFIED ENTRY POLICE OFFICER**
(Entry Police Officer with Certification)

SALARY: \$5067/month. Excellent benefits.

CLOSING DATE: Open continuous testing. A standard City of Tukwila Civil Service employment application must be completed and approved by the Civil Service Examiner. (Testing dates can be arranged with advance notice of schedule availability.)

GENERAL PURPOSE: Performs work involving the protection of life and property, enforcement of laws and ordinances, apprehension of criminals and prevention of crime, and assisting and serving the citizens.

MINIMUM QUALIFICATIONS:

1. Education and Experience: (A) High school diploma or equivalent; (B) **Completion of a recognized police training academy or equivalent courses necessary to allow certification with the Washington State Criminal Justice Training Commission (WSCJTC).**
2. Necessary Knowledge, Skills, and Abilities: (A) Ability to learn methods, principles and practices of City law enforcement and crime prevention; (B) Ability to follow written and oral instructions; (C) Ability to perform work requiring good physical condition; (D) Ability to walk, run, stoop, and bend, i.e., in the pursuit or apprehension of a criminal; (E) Ability to accurately shoot department firearms; (F) Ability to safely operate police vehicles, i.e., patrol car, police van, and other appropriate police vehicles; (G) Ability to communicate effectively orally and in writing; (H) Ability to establish effective working relationships with court officials, business persons, public organization representatives, attorneys, other law enforcement personnel, and the general public; (I) Ability to meet the special requirements listed below.

The City of Tukwila is an Equal Opportunity Employer and assures equal employment regardless of race, creed, color, ethnicity, national origin, sex, sexual orientation, age, marital status or presence of any sensory, mental or physical disability. The City encourages applicants with a disability to voluntarily provide information regarding its presence and appropriate accommodation to be accomplished.

ESSENTIAL FUNCTIONS:

Performs investigative tasks; evaluates cases for leads and investigative direction; collects and preserves evidence; interrogates suspects and questions witnesses; enforces traffic and parking regulations; directs traffic; makes detailed investigations and reports of traffic accidents.

Performs a variety of judicial assistance activities, including testifying in court and related activities required to enforce municipal and other laws and ordinances; assists in departmental administrative and supervisory activities as assigned, including performing public relations assignments.

Operates firearms in compliance with department rules; cleans and maintains assigned firearms and vehicles; completes special details as assigned by the sergeant and prepares reports and documents to maintain a record of activities; writes reports; maintains daily logs and other related reports.

Serves warrants; makes arrests, and transports prisoners to jail; responds to and investigates citizen complaints and provides services to citizens; represents Department by speaking at public meetings on special topics of interest or on law enforcement in general.

SPECIAL REQUIREMENTS:

(A) Must be twenty-one (21) years or older at time of employment; (B) Must have been employed as a full-time commissioned law enforcement officer and successfully completed a recognized police training academy or equivalent training and experience necessary to become certified through WSCJTC as a law enforcement officer; (C) Must possess, or be able to obtain by the time of hire, a valid Washington State driver's license without record of suspension or revocation in any state; (D) Must be a citizen of the United States of America who can read and write the English language; (E) Felony convictions and disqualifying criminal histories are not allowed; (F) Must be able to pass a medical exam and the Department's physical fitness assessment.

SELECTION GUIDELINES:

Formal application; review of education and experience; may include physical agility test and written examination; **oral interview by a civil service selection panel; tentative offer**; background investigation and polygraph examination; official offer; medical examination and psychological examination.

These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.

APPLICANT INFORMATION:

All certified entry police officer applicants must submit a completed Civil Service application to the Civil Service Examiner for review and acceptance into the continuous testing program. Candidates successfully completing the testing will be incorporated into the existing Certified Entry Police Officer Eligibility List based on overall score and will remain on the List for one year from initial testing date. All candidates on the Eligibility List will be notified at the completion of each testing cycle of current ranking on the List.



City of Tukwila

EMPLOYMENT APPLICATION – CIVIL SERVICE

6200 Southcenter Boulevard
Tukwila, WA 98188-2544

Department of Human Resources
Phone: 206-433-1831 • Job Line: 206-433-1828

POSITION APPLYING FOR	
------------------------------	--

Applicants meeting the position's minimum requirements will be invited to a written examination, from which the top scorers will move forward to additional testing. This may include physical agility and/or technical skills evaluation and oral board examination. Finalists may be subject to a background investigation, polygraph examination, and psychological and medical evaluation.

GENERAL INFORMATION	Name <i>(last, first, initial)</i>		
	Street Address		
	City/State/Zip		

CONTACT INFORMATION	Preferred <input type="checkbox"/> Phone: method <input type="checkbox"/> Email:	Alternate Phone: Work Phone: <i>May we contact you there?</i>
		<input type="checkbox"/> Yes <input type="checkbox"/> No

WORKING FOR THE CITY	If hired, date available to start work:	Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Prior to starting work, documentation showing identity and authorization to work in the U.S. must be provided.</i>	
	Are you a current or former City of Tukwila employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", which position/department?	Duration of employment: from (date): to (date):	
	Any relative(s) employed by City? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes" Name:	Department:	Relationship:

LICENSE INFORMATION	Do you currently have or can you obtain a valid Washington State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No
----------------------------	---

EDUCATION/ TRAINING	Name & address of high school attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No", do you have GED certification equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No
----------------------------	--	--	---

College or University	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

TRAINING – List any vocational, on-the-job, military, etc., training that would be useful in the position for which you are applying.	Dates Attended		Hrs/Credits completed
	From (month/year)	To (month/year)	

SPECIAL ABILITIES	Type of Experience	Amount/Level of Expertise
<i>Technical skills, professional licenses, etc.</i>		

The City of Tukwila is an Equal Employment Opportunity (EEO) employer, and does not discriminate in any employer/employee relations based on race, color, national origin, religion, political affiliation, gender, sexual orientation, gender identity, marital status, age, disability, genetic information, veteran's status, or any other basis protected by applicable discrimination laws.

EMPLOYMENT HISTORY	Beginning with your present or most recent employment, list your employment history. Include military service, self-employment, volunteer experience and periods of unemployment. <i>This section MUST be completed even if a resumé is submitted.</i>	PLEASE NOTE: <i>Submitting a resumé is strongly encouraged.</i>
---------------------------	--	---

Employer's Name		Position	
Address		Primary duties	
Supervisor	Phone		
Employed: <i>From</i>	<i>To</i>		
Number of employees supervised by you	Hours worked per week	Starting \$ salary per	Last \$ salary per
May we contact this employer?	Reason for leaving		

Employer's Name		Position	
Address		Primary duties	
Supervisor	Phone		
Employed: <i>From</i>	<i>To</i>		
Number of employees supervised by you	Hours worked per week	Starting \$ salary per	Last \$ salary per
May we contact this employer?	Reason for leaving		

Employer's Name		Position	
Address		Primary duties	
Supervisor	Phone		
Employed: <i>From</i>	<i>To</i>		
Number of employees supervised by you	Hours worked per week	Starting \$ salary per	Last \$ salary per
May we contact this employer?	Reason for leaving		

– Attach another Employment History page if more space is needed –

PROFESSIONAL REFERENCES	<i>Name</i>	<i>Place of Employment / Title</i>	<i>Phone</i>
<i>(exclude immediate supervisors)</i>			

It is understood and agreed that the foregoing is true to the best of my knowledge, and that any falsification of this application will be grounds for elimination from further consideration or – if employed by the City of Tukwila – for dismissal. I hereby authorize the City or an independent investigating agency to conduct a thorough investigation of my personal and professional background, including credit, criminal and driving records.

Applicant's signature

Today's date



City of Tukwila

6200 Southcenter Boulevard
Tukwila, WA 98188-2544

EMPLOYMENT APPLICATION

Department of Human Resources
Phone: 206-433-1831 • Job Line: 206-433-1828

SUBMIT THIS PAGE WITH APPLICATION

ADDITIONAL INFORMATION

RECRUITMENT INFORMATION	Position you are applying for:	
How did you <i>first</i> learn about this position?	ONLINE: <input type="checkbox"/> www.TukwilaWA.gov <input type="checkbox"/> www.NWJobs.com <input type="checkbox"/> www.AWCNet.org	PRINT: <input type="checkbox"/> Newspaper Advertisement <input type="checkbox"/> Printed Job Announcement <i>Specifically:</i>
	IN PERSON: <input type="checkbox"/> Human Resources walk-in <input type="checkbox"/> At a City facility	HEARD: <input type="checkbox"/> City employee <i>Name of employee:</i> <input type="checkbox"/> Friend or relative
	OTHER:	

EQUAL EMPLOYMENT OPPORTUNITY	The City of Tukwila is committed to non-discrimination in its employment practices. We would appreciate your help in providing the following statistical information. Your responses are strictly voluntary. This information will be used for EEO record-keeping purposes only, will be kept confidential and will be separated from your application.
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	
ETHNIC CATEGORY: <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> African American <input type="checkbox"/> Native American <input type="checkbox"/> Two or more races <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Other:	

CRIMINAL CONVICTION	The City of Tukwila is mindful of its obligation to employ qualified persons and of its entitlement under law to consider an applicant's convictions record as it relates to job performance. <i>A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.</i> The City will perform criminal background checks on all applicants for positions in which the incumbent would be working with minors or at-risk adults. The following question MUST be answered by all applicants in order for this application to be considered complete.
Have you been: convicted of a felony or released from prison within the last ten (10) years, or convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", please provide details regarding the crime and the sentence or fine imposed.



SUBMIT THIS PAGE WITH APPLICATION

**CITY OF TUKWILA CIVIL SERVICE COMMISSION
VETERANS' SCORING CRITERIA FORM**

Washington State law provides for a scoring criteria status, formerly called a “preference,” in civil service competitive examinations for certain veterans. As amended by SSB 5366 (Chapter 140, Laws of 2000), RCW 41.04.010 provides that:

- Veterans who served during a period of war or armed conflict and do not receive military retirement benefits are entitled to have 10% added to their passing scores for their first civil service appointment;
- Veterans who did not serve during a period of war or armed conflict or who are receiving military retirement benefits are entitled to have 5% added for their first civil service appointment; and
- Veterans who are called to military service for a year or more from city or county employment are entitled to have 5% added to their first promotional exam score.

Please answer all of the following:

I was honorably discharged from the service. Yes No

I claim 10% to be added to my final passing score. Yes No

I claim 5% to be added to my final passing score. Yes No

Have you ever used Veterans' Criteria to obtain employment? Yes No

If “Yes” – Job: _____

Employer: _____

In order to receive Veterans' Scoring Criteria, a copy of your DD-214 must be submitted with your completed application.

DD-214 form is attached.

Applicant's signature: _____

Please print name: _____

Today's date: _____