

JOB ANNOUNCEMENT POLICE CAPTAIN

The Toppenish Civil Service Commission will be conducting an examination to establish an eligibility list for the position of Police Captain. You must be on the eligibility list to be considered for the open position. Salary range \$5284 - \$6605 per month plus benefits. See Police Captain job description on the City website for further details. The Police Captain position is classified as a Civil Service, non-represented position. The Police Captain answers to the Police Chief.

Please read the complete job description and announcement carefully to be sure you meet **ALL** minimum requirements. The job description is found on the City's website.

Minimum qualifications are:

- Meet the Toppenish Police Department's residency requirement of 35 miles within 12 months of appointment; and
- Possess effective written and oral communication skills; and
- Possess a valid driver's license; and
- Possess a valid Washington State Criminal Justice Peace Officer's Certification; or
- Is qualified to attend the WSCJTC Basic Equivalency Academy*; and
- Have two (2) years of college, equivalent to an Associate's Degree in Police Science or related field and a minimum of six (6) continuous years of experience as a sworn law enforcement officer including two (2) years in Police supervision; or
- Eight (8) years of continuous sworn law enforcement experience with two (2) years of supervisory experience; or
- Fifteen (15) continuous years of sworn law enforcement experience with a combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

The ideal candidate is a progressive, results oriented, team player who can motivate others. Other desirable skills, traits and certifications:

- Effective written and oral communication skills.
- WSCJTC First Level certification.
- WSCJTC Middle Management certification.
- Bilingual.

Applications and the Police Waiver to Release Information must be downloaded from the website at www.cityoftoppenish.us. Completed applications with resume and other required documents (listed below) must be received by the City of Toppenish Secretary/Examiner at 21 West First Avenue, Toppenish, WA 98948, no later than 5:00 p.m., Friday, September 8, 2017.

For the application to be complete applicants must include the following:

- Completed City of Toppenish job application (signed)
- Completed Police Waiver (notarized and signed)
- Resume
- Copy of Washington Peace Officer Certificate or equivalent
- \$20.00 non-refundable application fee (check or cash)

Any application that does not include the listed items will be considered incomplete and the applicant will be disqualified. Disqualified applicants will be notified prior to oral boards.

Applicants will be notified in writing (by e-mail) of the date and time of the interview. Please be sure to indicate your correct mailing address, e-mail address and telephone number on your application. An applicant must pass an oral examination with a minimum score of 70% to qualify for the eligibility list. At the time of this ad, there is one Police Captain's position to be filled.

Any questions regarding this testing will be answered by the Secretary/Examiner on the day of the oral boards, or may be made in writing prior to September 6, 2017, to the Civil Service Secretary/Examiner at civilservice@cityoftoppenish.us. **DO NOT CALL CITY HALL, HUMAN RESOURCES, OR THE POLICE DEPARTMENT.**

Have you:

- Completed an application packet in its entirety answering all questions completely?
- Signed your application?
- Included and completed your Police Waiver Authorization to Release Information?
- Included your Resume?
- Included a copy of your Washington Peace Officer Certificate or equivalent?
- Included your \$20.00 application fee?

** For qualifications to attend the WSCJTC Basic Equivalency Academy visit:*

<https://fortress.wa.gov/cjtc/www/images/CJTC%20Equivalency%20Reciprocity%20Summary%2003-06-17.pdf>

The City of Toppenish is an equal opportunity employer.
Women and minorities strongly encouraged to apply.