

**CITY OF COLUMBIA HEIGHTS
EMPLOYMENT OPPORTUNITY
OPEN COMPETITIVE**

Date: November 2, 2017

POSITION: **COMMUNITY SERVICE OFFICER (PART-TIME)
(Non-Sworn Position)**

POSITION SUMMARY: Performs administrative duties, animal control duties, code enforcement, and police support services. Position involves high public contact. Performs duties under the general supervision of the Police Sergeant.

REQUIRED QUALIFICATIONS: High school graduate or equivalent. Valid Minnesota driver's license and satisfactory driving record. One year work experience of a public contact nature. Excellent verbal and written communication skills.

DESIRED QUALIFICATIONS: Previous work experience providing police support services. One year post-secondary training in criminal justice, law enforcement or related subjects. Typing skills. One year experience and/or training in the operation of a computer using Microsoft Office Suite software.

WAGE RANGE: \$17.89 - \$22.36 per hour

APPLICATION PROCEDURE: City applications and Supplements are available from the City Hall Information Window, by downloading from www.columbiaheightsmn.gov, or by e-mailing or calling Nancy Becker at nbecker@columbiaheightsmn.gov or (763)706-3606. A City application and the required Supplement MUST be completed and returned to the Human Resources Director/Assistant to the City Manager, City of Columbia Heights, 590 40th Avenue N.E., Columbia Heights, MN 55421, no later than 4:30 PM, Monday, November 27, 2017.

SELECTION PROCEDURE: Applicants will be evaluated on the following criteria:
Experience and Training Rating 50%
Oral Interview 50%

HOURS: Average of 20 hours per week. Applicants must be available to be scheduled week-day evenings and weekends.

CLOSING DATE: Applications accepted until 4:30 PM. Monday, November 27, 2017.

**--AN EQUAL OPPORTUNITY EMPLOYER--
M/F/V/H**

The City of Columbia Heights does not discriminate on the basis of disability in employment or the provision of services.