

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

**Date:** May 18, 2018

**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:** \$18.34 - \$22.92 per hour

**APPLICATION PROCEDURE:** City applications are available from the City Hall Information Window, by downloading from [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov), or by e-mailing or calling Nancy Becker at [nbecker@columbiaheightsmn.gov](mailto: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 40<sup>th</sup> Avenue N.E., Columbia Heights, MN 55421, no later than 4:30 PM, Monday, June 4, 2018.

**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, June 4, 2018.

**--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.**