



Filing Deadline: October 27, 2017

**City of Coeur d'Alene
Equal Employment Opportunity
Part-Time Crime Prevention Officer**

Description: Responsible for developing, coordinating, and implementing a variety of crime prevention, safety, and community relations programs for the Police Department and will also focus on using all forms of media to disseminate information, engage the public, and promote crime prevention measures. This employee will interface with the media, Police and/or City public information officers, and executive city staff regarding crime prevention programs and other City crime-related issues. This person will also act as a liaison between the Police Department and the community on crime-related issues and serves as an information resource to citizens and the general public.

Wages and Hours Worked: Starting hourly wage is \$20.05 per hour, up to 29 hours per week.

Benefits: This is a non-benefited position other than pro-rated vacation and sick leave accruals and membership into PERSI (State Retirement).

Conditions of Employment: Requires successful completion of drug testing, polygraph examination and background check prior to employment. Must have valid driver's license.

Acceptable Experience and Training:

- High school diploma or GED; and
- One (1) year of preferred experience working in a law enforcement environment or the judicial process preferred;
- Experience in operating modern computers and software including MS Office;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Knowledge, Skills and Abilities

Knowledge Of:

- Comprehensive knowledge of modern office procedures, practices, and desktop computers;
- Telephone etiquette and customer service techniques;
- English composition, grammar and punctuation.

Ability To:

- Write program policies and training manuals;
- Design, write, and produce brochures, visual aids, and other program documents;
- Prepare pamphlets, media releases, and bulletins regarding crime prevention events;
- Prepare newsletters;
- Maintain statistics and preparing reports;
- Research, provide input, and review proposed City ordinances related to crime prevention;
- Provide instruction and training to law enforcement agencies and other organizations on crime prevention techniques;
- Prepare and deliver oral presentations in front of public groups;
- Coordinate, implement, and evaluate curriculums and other various programs;
- Research and respond to constituents' issues and concerns;

- Implement public information strategies to project a positive image of the department and City;

Other Duties and Responsibilities

- Performs other related duties as required;
- May provide support to coordinate public meetings and special events.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively,
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to process, monitor, review and maintain written reports,
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment;

Application Procedure: Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application to the Human Resources Office, City Hall, 710 Mullan, Coeur d' Alene, ID 83814. Application Deadline is Friday, October 27, 2017 at 5:00p.m. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.