



CITY OF GRANTS PASS
invites applications for the position of:

Reserve Officer

SALARY: Hourly
Annually

OPENING DATE: 02/28/17

CLOSING DATE: Continuous

SUMMARY OF POSITION:

The City of Grants Pass Department of Public Safety is currently accepting applications for Reserve Officer. Reserve Officers will receive extensive training and real-life experience while working with patrol officers. This is an exciting opportunity to gain skills and experience in law enforcement.

Reserve Officers will work with patrol officers to handle investigations and calls for service. Reserve Officers will be expected to respond to car crashes, disturbances, property crimes, and other duties as needed. Special functions may include community activities, school games, and crime scene security, as well as other events and security details.

*****TESTING & INTERVIEW

DATES*****

Applications received before 3/20 will be considered for the April test date. Applications received after 3/20 will be considered for upcoming testing.

Test date: Wednesday April 5, 2017

Interview date: Thursday April 13, 2017

Applicants must possess impeccable character along with honesty and integrity. Applicants must also possess good verbal, interpersonal and written communication skills; be able to pass a validated physical abilities test, complete written and oral examinations; pass a background check and psychological test, as well as a comprehensive medical examination and drug screening. Applicants must also have a flexible schedule to allow for attendance at mandatory monthly meetings, training, and to provide 16 hours of monthly service (additional hours of service are required for tuition reimbursement). Minimum age requirement is 21 years of age. (Please see job description for Reserve Officer for all position requirements.)

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED and any combination of advanced course work, experience, and training which provides the required knowledge, skills, and abilities.
- Must be 21 years of age.
- Must meet physical standards as set by the Department of Public Safety on Standards and Training.

HOW TO APPLY:

Application materials must be turned in by the closing date in order to be considered for this position. Applications can be completed on-line, hand delivered, or post-marked by the application deadline. Applicants with minor errors on their application materials may be contacted for corrections. However,

any application that is missing items will not be considered. No late, incomplete, or faxed applications will be accepted.

The required materials to be turned in by the application deadline for this recruitment are:

1. City Application
2. Cover Letter
3. Resume
4. Supplemental Questionnaire

Note: Please do not attach copies of certificates or degrees, a listing of degrees or certificates may be attached

RANKING AND SELECTION:

Applicants for this position who fail the pre-employment background investigation will not be considered for any position for which such a background investigation is required for a minimum of twelve (12) months from the date of notification. Applicants who fail the psychological examination will not be considered for any position for which such an examination is required for a minimum period of thirty-six (36) months from the date of notification.

Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

All candidates will be notified of the status of their application after the closing date.

Veteran's Preference

A Veteran's Preference Form is available on the City's website at www.grantspassoregon.gov or by contacting the Human Resources Department at 541.450.6050.

The ranking and selection of applicants to proceed in the process includes: experience, education, responses to supplemental questionnaire and meeting minimum qualifications of the position. The selection process for this position includes the following steps: application, physical agility testing, written testing (a fee of \$15 is required at time of testing), oral interview, tentative offer, background investigation, pre-employment psychological screening, physical examination, drug testing, and final offer of employment. A detailed listing of the selection process and timelines can be obtained on the City's website www.grantspassoregon.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grantspassoregon.gov>

Position #17-10
RESERVE OFFICER
AS

101 N.W. "A" Street
Grants Pass, OR 97526
541-450-6050
541-450-6000

humanresources@grantspassoregon.gov

Reserve Officer Supplemental Questionnaire

- * 1. Do you possess current certification as a reserve officer in Oregon or any other State?
 Yes No

- * 2. If you answered "yes", indicate the type and level of certification, certifying agency, and any other information pertinent to your certification.

- * 3. What program of physical fitness do you currently maintain on a regular basis in order to keep yourself at a level of fitness sufficient to perform the duties of reserve officer?
- * 4. What education and experience do you possess which will qualify you as a reserve officer?
- * 5. Describe specific jobs you have held in the past which might qualify you as a reserve officer. Describe specific duties which you feel are applicable to the duties of a reserve officer.
- * 6. Describe your level of experience in dealing with emergency situations.
- * 7. What experience have you had in the field of public contact? These experiences can include, public speaking, teaching, group leadership, youth work, service clubs, and etc.
- * 8. Reserve Officers at Grants Pass Department of Public Safety may be called upon to assist during fires and medical emergencies. Describe the length and type of experience or training you possess in firefighting and/or basic rescue techniques.
- * 9. Explain your experience using personal computers, particular software, and whether experience was work or personal related.
- * 10. Why do you desire a position with Grants Pass Department of Public Safety as a reserve officer?
- * 11. I certify that each of the answers given above is correct and true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for subsequent disqualification or dismissal in the event that I am hired for the position of reserve Officer.

* Required Question



101 Northwest A Street
 Grants Pass, Oregon 97526
 541-450-6000

For Office Use Only	# _____
Date	_____
Application Reviewed	_____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR : _____

PLEASE PRINT OR TYPE CLEARLY:

Last Name	First	Initial
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Street Address	City & State	Zip
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Mailing Address	City & State	Zip
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Telephone Home	Work	Cell	Message
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Electronic Mail Address	Driver's License Number/ State Issued / Expiration Date
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Nickname or preferred name	Best way to reach you? Home Phone Cell Phone E-mail
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Answer all of the questions listed below:

1. Are you 18 years of age or over? Yes No
2. If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
3. Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
4. Have you previously been employed by the City of Grants Pass?
 If so, when and what position/s? _____ Yes No
5. Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)? Yes No
6. Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation? Yes No
7. Do you have any relatives working here?
 If yes, please provide their name, department and relationship to you below: _____ Yes No

8. Do you have a High School Diploma? Yes No

Name of School	Location (City & State)

9. If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (____wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? ____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? ____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving: _____		

Job Title _____ Start Date _____ End Date _____
 Employer _____ Address _____
 Phone _____ Direct Supervisor _____
 Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
 Starting Salary _____ Ending Salary _____
 Duties/Responsibilities _____

 Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____
 Employer _____ Address _____
 Phone _____ Direct Supervisor _____
 Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
 Starting Salary _____ Ending Salary _____
 Duties/Responsibilities _____

 Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____
 Employer _____ Address _____
 Phone _____ Direct Supervisor _____
 Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
 Starting Salary _____ Ending Salary _____
 Duties/Responsibilities _____

 Reason for leaving : _____

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____
 Signature Date

CITY OF GRANTS PASS
AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____ Gender: Male Female

Please check the appropriate box:

Ethnic Origin (select one):

- White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- Newspaper (please specify) _____
- Organization or Group (please specify) _____
- Newsletter or Journal (please specify) _____
- City Employee Employment Office
- City Web Site Other (please specify) _____