

NOTICE OF EMPLOYMENT OPPORTUNITY

PART-TIME

\$25.09/Hour

POLICE CLERK / ANIMAL CONTROL OFFICER

Applications are now being accepted by the City of Raymond until May 2nd, 2025, to fill the position of part-time Police Clerk / Animal Control Officer for the Raymond Police Department. To obtain applications and a list of requirements/qualifications, contact Kayla MacIntosh, Clerk/Treasurer, at Raymond City Hall, 230 Second Street, Raymond, WA 98577, go to www.cityofraymond.com or call (360) 942-4105.

NOTICE OF EXAMINATION:

POLICE CLERK / ANIMAL CONTROL OFFICER

City of Raymond Police Department

The City of Raymond is accepting applications for a part-time Police Clerk / Animal Control Officer for the Raymond Police Department.

Applications for examination will be accepted by the City of Raymond

Until MAY 2nd, 2025

Minimum Qualifications

- U.S. Citizen or legal permanent resident.
- At least 18 years of age
- High School diploma or G.E.D. certificate.
- Valid Washington State driver's license.
- Ability to read and write English as required by RCW 41.12.070.
- No felony convictions
- Other requirements determined by federal, state, city laws / ordinances or department policy

Wages & Work Schedule

- Starting wage is \$25.09 per hour
- Schedule may vary depending on departmental needs, 20-30 hours per week.

Application Procedure

- Applications are available at Raymond City Hall by calling (360) 942-4106, email request to clerk@cityofraymond.com or visit www.cityofraymond.com
- **Submit application, resume and cover letter** via email, mail or in person to City of Raymond Clerk-Treasurer, Kayla MacIntosh, 230 Second Street, Raymond, WA 98577. Clerk@citofraymond.com

Examination Process

- **CANDIDATES** will be required to complete a Written Examination and an Oral Board Examination.
- Following is the testing schedule:
 1. The written examination will be held at the Raymond City Hall Council Chambers, 230 2nd Street, Raymond, WA 98577. The written examination is weighted at 60%.
 2. Oral Board Examination: The oral board examination is scheduled after passing the written exam. The oral board is weighted at 40%.
- Ranking of the applicants on the eligible register shall be based on the results of the examinations.

- Veterans' preference, as set out in RCW 41.04.005 and 41.04.010 shall be applied when entitled.
- Once certified, civil service registers are typically in place for a year, unless there is cause to abandon the register before that time.

Additional information may be obtained by calling Kayla MacIntosh at

(360) 942-4105, email clerk@cityofraymond.com,

or mail to 230 Second Street Raymond, WA 98577

POLICE CLERK / ANIMAL CONTROL

Position Summary:

Under the general supervision of the Chief of Police, Police Clerk/Animal Control is a civilian employee who performs a wide variety of clerical and department support functions including police record keeping, customer service, computer data entry, information quality control and clerical duties. As well as enforcing animal control laws and ordinances to protect public health and safety.

This position is part-time, working approximately 20-30 hours per week.

Job Duties:

Essential responsibilities and duties may include, but are not limited to, the following:

- Performs a variety of clerical duties including maintenance of police records/central files, typing, transcription, and information processing and computer data entry into internal, Spillman and State Crime Information Access computer terminal.
- Ensures integrity of records information for the department; audits a wide variety of records and data; maintains records in compliance with applicable laws, rules, regulations, policies and procedures; recognizing issues of liability and privacy.
- Serves as a Department Public Disclosure liaison responsible for; researching, reviewing, edits and approves/denies the release of records to the public, attorneys or in response to subpoenas; prepares general correspondences for the department.
- Responding to and investigating reports of stray, injured, or neglected animals
- Patrolling assigned areas to enforce local and regional animal control regulations
- Capturing and impounding dangerous or stray animals
- Investigating animal cruelty cases and collecting evidence for legal actions
- Educating the community about animal safety and welfare
- Preparing and maintaining a variety of records, including incident and activity reports
- Providing emergency first aid to injured animals
- Coordinating with veterinary professionals for further treatment or euthanasia
- Assisting in the adoption and rehabilitation of animals

Working Conditions:

Environmental Conditions:

The shift assignment position is typically Monday through Friday but can be adjusted with supervisor as needed. Call-back on short notice and working weekends may occur; Stress associated with the necessity to make decisions affecting the public may occur; overtime work caused by incidents or the necessity to meet critical deadlines; Subject to records inspection by both supervisor and State personnel.

Physical Conditions:

Work is performed indoors and outdoors and includes sitting, standing, walking, running, stooping, kneeling and light lifting; contact with the public in an adversarial setting; potential exposure to bloodborne/airborne pathogens; stress associated with the nature of the work including coping in a calm manner in emergency situations.

Note:

- Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
- This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Minimum Requirements:

- Must be a citizen of the United States
- At least 18 years of age
- Possess a Washington State Driver's License.
- Must be able to read and write the English language
- Must be of good moral character
- No felony convictions
- Other requirements may be determined by the Federal, State, City laws/Ordinances or Department Policy.

Necessary knowledge, skills and abilities: (Ideal but not required)

- Wide variety of knowledge regarding various computer applications such as, but not limited to: Spillman, NCIC/WACIC, DOL, SECTOR, etc. (Training will be provided)
- Appropriate public record dissemination.
- Ability to be innovative and flexible in approach to duties and possess ability to readily adapt to changing community and department needs.
- Possess tact, diplomacy, and the ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.
- Ability to handle potentially dangerous animals safely
- Proven work experience as an Animal Control Officer or similar role
- Knowledge of animal breeds, behavior, and handling.
- Understanding of animal welfare laws and regulations.

Education & Experience

- High school diploma or equivalent.
- General experience with office equipment and computers