



CITY OF TOMBALL PUBLIC POSITION POSTING



JOB # 302 – PUBLIC SERVICE OFFICER

The City of Tomball Police Department has an opening for the position of Public Service Officer. This position will fingerprint and process jail inmates. PSO will process bonds, feed inmates and process inmates for transfer and transport. This position will also learn basic police report writing and perform other support functions within the department, as assigned.

QUALIFICATIONS:

- Must be able to work flexible hours
- Prior military service is helpful
- Experience in law enforcement or criminal justice student preferred
- Valid Texas drivers license with a good driving record
- High school diploma or GED required
- Basic computer skills including MicroSoft Word and Excel
- Must pass physical examination and physical strength and agility test
- Must successfully pass psychological testing, polygraph, thorough background investigation and oral review board
- Must be able to successfully pass pre-employment and random drug screening

SALARY:

- Hiring range - \$31,324 - \$32,890
- Salary range - \$31,324 - \$42,380

CLOSING DATE:

- City of Tomball applications for this position will be accepted until 4:00pm, Friday, November 13, 2009. An entry level test will be administered on November 17, 2009. Applications are available on our website (www.ci.tomball.tx.us) or at City Hall. Please see the testing information for more details.

City of Tomball applications may be submitted to:

- City Hall, attn: Human Resources, 401 Market Street, Tomball, TX 77375
- Fax (281) 290-1088 or e-mail hr@ci.tomball.tx.us
- Office hours are 8 am to 5 pm Mon – Thurs. & 8 am to 4 pm Fri.

Equal Employment Opportunity Statement - The City of Tomball does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.