



# MARSHAL'S OFFICE

Colorado City, AZ / Hildale, UT

*Courage – Compassion - Integrity*

## TOWN OF COLORADO CITY

### Notice of Employment Opportunity

#### POLICE SERGEANT

#### Overview

The Town of Colorado City is currently accepting applications/resumes for the position of Police Sergeant. The ideal candidate is an experienced professional that has excellent communication and interpersonal skills and is able to develop strong positive relationships. Candidates should have a reputation for honesty, accessibility, flexibility, and responsiveness. Colorado City is seeking candidates who value teamwork, and desire a professional and collaborative work environment. Lateral transfers will be considered based on skill set and experience.

This is a public safety position with the Colorado City Marshal's Office which provides law enforcement services to the communities of Hildale, Utah and Colorado City, Arizona. Performs patrol supervisory and/or specialized support services work.

#### Job Duties

Under general supervision of the Chief Marshal, this position will be responsible for supervising and directing the activities of police patrol units, detective units, or a special assignment such as Community Relations or Internal Investigations. This position may have other department administrative responsibility. The administrative nature of the work requires considerable responsibility for making decisions regarding actions to be taken and for independent judgment in the interpretation of rules and regulations as well as the applications of laws. Police Sergeants frequently participate in the work performed by subordinate officers and assume complete charge in the event of the absence of the Chief Marshal.

#### Examples of Work Performed (Illustrative Only)

- Provides excellent customer service to both internal and external customers.
- Plans and organizes daily police related activities of assigned subordinates; ; responds to scenes of criminal activity or major events, ensures that proper police action is initiated as required, and requests additional assistance as needed.
- Conducts periodic inspections of personnel and equipment to ensure compliance with current departmental procedures and policies.
- Coordinates the investigative and crime prevention efforts of assigned subordinates.
- Reviews reports submitted by subordinates to ensure that they meet departmental standards relative to quality and accuracy.
- Conducts personnel evaluations of assigned personnel.
- Conducts and/or initiates formal or informal disciplinary action aimed at correcting inappropriate police activity.

- Instructs and trains subordinates in proper police procedures and methods and interprets new departmental orders and regulations to ensure compliance.
- Notes deficiencies in the performance of assigned personnel and makes recommendations for corrective action on an individual or department basis.
- Contacts various business owners, Civic leaders, religious leaders and other citizens on a periodic basis to assess community needs and learn of activities of the area.
- Represent the department at community group meetings as assigned.
- Performs related duties as required.

**Required Knowledge, Skills, and Abilities**

- Working knowledge of modern police methods, practices, techniques and equipment.
- Working knowledge of law enforcement administration, investigative procedures, legal liabilities and court room procedures.
- Working knowledge of the latest court decisions relating to search, law of arrest, criminal procedure, and the collection of physical or any item of evidentiary value.
- Skill and knowledge in the lawful use of force.
- Demonstrated ability to supervise and manage a squad of officers.
- Working knowledge of pertinent federal and state laws and of city ordinances.
- Public speaking skills.
- Skill in the use of departmental vehicles and equipment.
- Ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports.
- Ability to operate a personal computer and various programs such as Spillman or ALERT, Microsoft Word, Excel, etc.
- Ability to recognize and deal with potential criminal, civil or other problems or concerns when they arise.
- Ability to assign, instruct, and review the work of subordinates.
- Ability to deal firmly but tactfully with other employees and the general public.
- Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to work long hours and withstand the physical and mental strain of police work.
- Ability to organize, manage, utilize, and implement groups of people to effectively deal with exigent circumstances or emergencies.
- Working knowledge of and demonstrate problem solving skills

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The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is illustrative only and does not constitute an employment agreement between the employer and employee. This position is FLSA exempt.

The Colorado City Marshal's Office offers a competitive salary, paid holiday leave, personal/vacation leave program, dental, vision, life insurance, and other health insurance benefits. A 401k contribution as a retirement benefit. We do not participate in either state retirement system. We also offer lateral transfer compensation, based on certifications, experience and skill set.

**Pay Rate**

\$4,100 to \$5,500 per month (negotiable based on qualifications and experience.)

**Minimum Qualifications**

- At least 21 years of age
- High school diploma or equal
- Associate Degree, or 60 hours of college coursework is preferred
- Completion of a recognized law enforcement instructor course
- Training in advanced level leadership, management or instructor training
- Minimum five years of experience in police supervisory capacity
- Right to work in the United States
- Valid Driver's license prior to beginning the application process
- No felony convictions
- Current Peace Officer Certification with the ability to certify in Arizona and Utah. (Certifications in both states will be required as this department serves both Colorado City AZ and Hildale Utah)
- Live within 50 miles of the Marshal Office

### **Selection Process**

- Written exam (to include basic math, grammar, typing, report writing)
- Physical agility test
- Written proposal on a specific assignment
- Oral Interview
- Scenario based evaluation
- Medical Examination
- Polygraph Interview
- Drug screening test
- Comprehensive Background Investigation
- Lateral transfer compensation will be considered, based on experience and skill set

### **How to Apply**

Applications are available at the Town of Colorado City, 25 South Central Street, Colorado City, AZ 86021. Applications may be requested from the Town Clerk at 928-875-2646 or [clerk@tocc.us](mailto:clerk@tocc.us). In addition to the application, candidates will submit a cover letter, and a resume or other supporting documentation. Applications should be submitted to the Town Clerk. The application period will close on September 20<sup>th</sup> at 5:00pm.

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*THE TOWN OF COLORADO CITY IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.*