



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** Current Collierville Police Explorers

**TITLE:** Police Explorer (2 positions)

**LOCATION:** Police Department

**OPENING DATE:** November 8, 2019

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN19-49CP

**FLSA Status:** Non -Exempt

**SALARY:** \$14.00/hour

**\*\*\*This is a part-time position requiring work as needed by the Police Department**

**PRIMARY FUNCTION:** The purpose of this classification is to provide experience and training in the delivery of law enforcement services to individuals who may be interested in the law enforcement field. Duties and responsibilities will be received from the Community Services Division but may be assigned by other divisions within the Collierville Police Department.

**QUALIFICATIONS:** The knowledge equivalent of a 9<sup>th</sup> grade education; supplemented by previous experience and/or training involving basic computer skills, office administration, secretarial work, basic bookkeeping, customer service, record management, data entry, filing and experience in area of assignment; data entry and typing speed at an acceptable level to the Department; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**LICENSES:** Requires a valid motor vehicle operator's license.

**NOTES:** Applicant must have the ability to pass a work related drug test.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

**WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.**

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

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THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.