



EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

Basic Entry Police Officer

\$28.3505/hour



Applications Close – 5:00 p.m., Monday, September 13, 2021

TYPICAL EXAMPLES OF WORK:

Any single position in this class will not usually perform all the duties listed and some positions may involve duties which are not listed.

- Patrols city, businesses and residential streets for purpose of enforcing traffic and criminal laws; checks for suspicious persons and vehicles.
- Responds to calls including citizen complaints, thefts, family disputes, juvenile complaints and takes appropriate action.
- Initiates investigations of accidents, death and criminal complaints; gathers evidence for prosecution; makes arrests and issues citations, handles suspects as called for by law and department regulations.
- Fingerprints and photographs suspects as arresting officer.
- Prepares full and comprehensive written reports as required.
- Transports prisoners from jail to court appearances and back. Utilizes computer to receive and transmit messages.
- Appears in court as witness, serves writs, warrants and subpoenas.
- Assists the public by answering inquiries regarding directions, laws and ordinances, aids stranded motorists, conducts vacation house checks, checks road conditions, street signs and street lights, gives other assistance to public when needed.
- Represents the department and the City in community activities, educational programs and while in daily contact with the public.
- Keeps informed on current crime problems and engages in tactical operations as directed; is constantly aware of possible vice or narcotic violations, reporting such conditions immediately to the department.

MINIMUM QUALIFICATIONS:

United States citizen within 18 months of employment.

Not less than 21 years of age.

Requires possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.

Successful completion of department entrance level examinations.

Graduation from high school or GED and 60 hours of college level course credit.

An equivalent combination of experience and training may substitute for the college level credit. This determination is at the sole discretion of City with no right of appeal by applicant.

PHYSICAL REQUIREMENTS:

Excellent physical condition as defined in Specifications F-4 and Specifications F-2-Vision of the Oregon Department of Public Safety Standards and Training (DPSST).

Good moral character as determined by thorough background investigation as prescribed by Specification S-2 of the DPSST.

Ability to perform essential job functions as outlined by DPSST Job Task Analysis.

Possess DPSST Basic Certificate within 18 months of appointment.

No disqualifying offenses related to domestic violence as defined by the Omnibus Consolidated Appropriations Act of 1997.

Post-offer physical.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT KNOWLEDGE, SKILL AND ABILITY:

Ability to learn a considerable amount of factual material such as laws, statutes, regulations, ordinances and procedures and apply this knowledge on the job.

Ability to comprehend and interpret laws, statutes and regulations; understand sometimes complex oral and written instructions and to act upon them accordingly.

Ability to act effectively and calmly in emergency situations; prepare clear, concise and comprehensive reports; analyze situations quickly and objectively and determine a proper course of action to be taken.

Ability to work effectively and courteously with the public, other agencies and other employees.

Physical strength and agility to perform the work of the class as determined by the Police Department.

VETERANS' PREFERENCE:

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the [Veteran's Preference Form](#) and attach a copy of your DD214 / DD215.

If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

How to Apply: Complete an [Application](#) form available via one of the following methods.

In-Person: City of Roseburg – Third Floor
Administration/Human Resources Office
900 SE Douglas Avenue, Roseburg, OR 97470

Electronically: Download at <https://www.cityofroseburg.org/departments/human-resources/employment> / Email To: jobs@cityofroseburg.org

Telephone Job Line: (541) 492-7010 / Administration/HR Office (541) 492-6866

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form. Faxed applications are not acceptable.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park. The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg is the county seat and largest city in Douglas County. The population is 24,915 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park. The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population. Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

