



CITY OF TOLEDO, OREGON

JOB RECRUITMENT - ANNOUNCEMENT

JOB REFERENCE NUMBER: 2023-02
 SALARY: Starting salary at \$4,708-\$4,889/per month, depending on qualifications and a competitive benefits package
 DEPARTMENT: Police Department
 POSITION TITLE: Police Officer
 POSTING DATE: 1/8/2024
 CLOSING DATE: Open until filled

How to apply: Please submit a completed cover letter, city employment application and resume to the address listed below. Employment Applications are available at City Hall as well as on the City’s website at www.cityoftoledo.org/jobs. For further information concerning the above vacancy please contact Human Resources at (541) 336-2247.

Toledo City Hall
 Attention: Human Resources
 206 N. Main Street
 Po Box 220
 Toledo, Oregon 97391
 E-mail: lisa.figueroa@cityoftoledo.org

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

**The duties/responsibilities, experience and certifications listed below is a summary of the requirements for the position. To see a full list of the position requirements, please refer to the job description.*

The Police Officer is responsible for serving and protecting the community of Toledo by receiving calls and responding to them promptly. This position conducts law enforcement, crime prevention, and investigation activities relating to criminal law enforcement within the City’s enforcement area. Conformation to laws, policies, rules, and regulations is a critical aspect of this role.

Knowledge and Skills Required

Minimum Education

- High school diploma or equivalent General Educational Development (GED)

Experience

- No experience is required

Certifications/Licenses

- Valid Oregon Driver’s License or ability to obtain one upon acceptance of the position
- Within one (1) year of employment:
 - Basic Level Department of Public Safety Standards and Training (DPSST) Certification
 - Cardiopulmonary resuscitation (CPR)/automatic electronic defibrillator (AED)/First aid
 - Firearms
 - Defensive Tactics
 - Emergency Vehicle Operations Course
 - Law Enforcement Data System (LEDS)
 - Criminal Justice Information Services (CJIS)

Primary/Essential Responsibilities

- Patrol
- Conducts criminal and traffic investigations
- Serves as a liaison to the community and a community caretaker
- Informs the public and answers inquiries regarding laws, ordinances, rules, and regulations