

**EMPLOYMENT OPPORTUNITY**  
**City of Roseburg, Oregon**



**POLICE OFFICER – BASIC ENTRY \$27.52 HOUR**  
**OPEN UNTIL POSITIONS FILLED**

**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. Possess valid Oregon Driver's License by the time of employment. 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. Excellent physical condition as defined in Specifications F-4 and Specifications F-2-Vision of the Oregon Department on 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; comprehend and interpret laws, statutes and regulations; understand sometimes complex oral and written instructions and to act upon them accordingly; 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; 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.

## **EMPLOYMENT INFORMATION**

**Open Until Positions Filled**  
**Testing date to be determined**

**How To Apply:** Complete an application form available via one of the following methods.

**In-Person:** City of Roseburg Human Resources  
900 SE Douglas Avenue, Roseburg, OR 97470

**Telephone Request:** (541) 492-7010 (24-hour Jobline); (541) 492-6700 (Office)  
**Download from:** [www.cityofroseburg.org](http://www.cityofroseburg.org) / **Email:** [info@cityofroseburg.org](mailto:info@cityofroseburg.org)

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications submitted by email or mail 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 located in the beautiful "Heart of the Land of Umpqua" region in southwestern Oregon. It is easily accessible from Interstate 5, 67 miles south of Eugene, 97 miles north of Medford, 80 miles east of Reedsport and 80 miles west of Diamond Lake at the summit of the Oregon Cascades. The elevation is 465 feet, and features a mild, fair seasonal climate. Average rainfall is 30.7 inches with occasional light snow. Average summer temperature is 78° with a few days up to 100°. Average winter temperature is 44.67° with a few days in the low 30s or 20s. We are reported to have the lowest wind velocity in the U.S., an average of 4-6 mph. Roseburg is the county seat and largest city in Douglas County. The population is 24,820 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. 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. Housing is available in various price ranges. 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.

