

JOBS...

Job Opportunity Bulletin for

Saginaw



FIREARMS & PROPERTY SPECIALIST

\$39,662 to \$44,999

Open to the Public

THE POSITION

This position is responsible for training Police personnel with all types of firearms, use of force and chemical weapons and maintaining a firearms program. Also assists with the property management of firearms and abandoned vehicles.

REQUIREMENTS

1. High School diploma or GED equivalent with course work in bookkeeping and filing.
2. Prior education, training and experience in a law enforcement agency; preferably as a police officer.
3. Must possess MCOLES instructor certification in Pistol, Rifle, and Shotgun at time of placement.
4. Must possess certification in Chemical, Electronic Control Device (ECD) and Use of Force within six months of placement into position.
5. Must possess and maintain Range Officer certification within 90 days of placement into position.
6. Ability to work with computers and possess working knowledge of Microsoft Office software.
7. Ability to read, write and keep records for budget management purposes.
8. Must possess individual initiative and exercise independent judgment.
9. Knowledge and ability to perform repairs on all types of firearms according to manufacturer specifications.
10. Working knowledge of OSHA and MIOSHA regulations dealing with hazardous waste (lead).
11. Must possess excellent oral and written communication skills to communicate with vendors, peers, and subordinates in executing responsibilities
12. Ability to deal tactfully with the public under sometimes stressful situations.
13. Must be honest, trustworthy, of sound character and integrity, and of high moral character.
14. Must be able to pass a thorough background investigation.
15. Willing to work in an environment with exposure to loud noise levels and lead exposure.
16. Ability to lift, store and transport a variety of items and supplies when needed.

EXAMINATION

Applications will be screened. Those best qualified will be invited to an oral interview.

APPLICATION PROCEDURE

Submit a completed City of Saginaw Employment Application to the Office of Human Resources, City Hall, Room 202, 1315 S. Washington Ave., Saginaw, MI, 48601 by **5 pm Wednesday, April 30, 2014**. Employment Application available at www.saginaw-mi.com under the "Find a Job" link on our home page.

BENEFITS Subject to change in accordance with collective bargaining agreements:

- Retirement benefits ●Health Insurance ●Vision Care Plan ●Dental Insurance ●Life Insurance ●12 Paid Holidays per year
- PTO (Paid Time Off) days per year based on seniority● Long & Short Term Disability Benefits ●Deferred Compensation Program ●Social Security ●Employee Credit Union ●Employee Assistance Program

The City of Saginaw employs only United States citizens and individuals authorized to work in the United States, pursuant to the Immigration Reform and Control Act of 1986.

The City of Saginaw does not discriminate on the basis of handicapped status in admission or access to or treatment or employment in its program and activities.

AN EQUAL OPPORTUNITY EMPLOYER