



DATE: September 4, 2013
TO: All Interested Applicants
FROM: City of Anna, Texas
SUBJECT: Notice of Job Opening

Applications are now being accepted for the position of **Police Officer**.

Duties: Perform a variety of police and law enforcement activities including: collecting and dispensing information, arbitrating disputes, providing assistance, protecting and recovering property, preventing crime, investigating, patrolling the City of Anna to prevent crime, investigate and detect criminal violations of federal, state and local laws and provide other public protection services on a routine basis. Duties include an element of personal danger, i.e., exposure to life threatening circumstances, apprehending criminals, and transporting prisoners. An applicant must be able to perform duties in accordance with State Statutes and established departmental policies, procedures, and guidelines. An applicant must be able to act without close supervision and must be able to exercise independent judgment. Perform related work as required.

Education, Training, and Experience:

- High School Diploma or GED; an Associate's degree from an accredited college or university preferred.
- Possession of or the ability to immediately obtain a Basic Peace Officer Certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE).
- Two years of full-time law enforcement service in the United States in a law enforcement jurisdiction of 5,000 or greater in population; preferences for TCLEOSE certifications and experience may be given.
- Must possess a valid Texas class "C" driver's license
- See complete job description for other qualification requirements

Pay Rate: Starting pay is \$19.23 per hour. This is a FLSA non-exempt position.

Hours: Typical shifts include 84 hours per 2-week pay period; will work weekends and holidays

To Apply: To apply, submit a complete City of Anna Application and Personal History Statement, which may be picked up at 101 North Powell Parkway in Anna or downloaded from the Human Resources section of City's web site at www.annatexas.gov. Please deliver all the application materials in person to Stephanie Beitelschies at 101 North Powell Parkway in Anna or mail to: Human Resources, Attn. Stephanie Bietelschies, P.O. Box 776, Anna, Texas 75409-0776.

Closing Date: Open until filled. First applicant review will occur on September 19, 2013

The City of Anna is an Equal Opportunity Employer