



**CITY OF TOMBALL
PUBLIC POSITION POSTING
PUBLIC SERVICE OFFICER**



The City of Tomball Police Department is accepting applications for Public Service Officer. This position will fingerprint and process jail inmates. The PSO will process bonds, feed inmates and process inmates for transfer and transport. This position will also learn basic police report writing, dispatching and perform other support functions within the department, as assigned.

QUALIFICATIONS:

- Must be able to work flexible hours
- Basic computer skills including Microsoft Word and Excel
- Experience in law enforcement or criminal justice student preferred.
- Valid Texas driver's license with a good driving record
- Must pass physical examination and physical fitness test consisting of a row on a Concept 2 rowing machine
- Must successfully pass psychological testing, polygraph, thorough background investigation and oral review board
- High school diploma or GED required
- Must be able to successfully pass pre-employment and random drug screening

SALARY:

- Hiring range - \$35,440 - \$37,212
- Salary range - \$35,440 - \$47,949

CLOSING DATE:

- Applications for this position will be accepted until 4:00pm, Friday, April 27, 2018. Testing will be administered on Friday, May 4, 2018. Please see the testing information for more details.

Applications are available at City Hall or on our website at www.tomballtx.gov and may be submitted to:

- City Hall, attn: Human Resources, 401 Market Street, Tomball, TX 77375
- Fax (281) 290-1088 or e-mail hr@tomballtx.gov
- Office hours are 8 am to 5 pm Mon – Thurs. & 8 am to 4 pm Fri.

Equal Employment Opportunity Statement - The City of Tomball does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.