



THE CITY OF HENDERSON, NEVADA
is welcoming applications for:
Senior City Marshal

City of Henderson
CAREER OPPORTUNITY
Join us on a journey to excellence...

SALARY:

\$2,755.80 - \$3,674.40 Biweekly
\$71,650.73 - \$95,534.31 Annually

OPENING DATE: 01/31/19

CLOSING DATE: 02/13/19 05:30 PM

THE JOB:

THE CITY OF HENDERSON ANNOUNCES AN EXAMINATION TO CREATE AN ELIGIBILITY LIST AND TO FILL ONE (1) VACANCY FOR THE CLASSIFICATION OF SENIOR CITY MARSHAL IN THE CITY ATTORNEY'S OFFICE. THE ELIGIBILITY LIST MAY BE UTILIZED TO FILL VACANCIES FOR THIS CLASSIFICATION FOR UP TO ONE (1) YEAR.

Under general direction, plans, supervises, reviews, and evaluates the work of the investigative staff in the City Attorney's Office; performs advanced and specialized legal investigative work for the prosecution and disposition of both criminal and civil matters; and performs related duties as assigned.

Click [here](#) to view a complete copy of the job description and physical requirements.

MINIMUM REQUIREMENTS:

- Bachelor's Degree from an accredited college or university with a major in criminal justice, police science, law enforcement, public or business administration, or closely related field.
- Eight (8) years of full-time law enforcement and criminal investigations experience for a public agency which included extensive contact with the public.
- Note: An equivalent combination of related training and experience may be considered.
- Must possess and maintain a valid Nevada or "border state" driver's license, as defined by NRS 483.
- Must possess a current Nevada Peace Officer Standard Training (P.O.S.T.) Category II Certificate at the time of appointment.
- According to NAC 481.040: "A person may not be appointed to perform the duties of a peace officer, if he has:
 - Been convicted of a felony in this state or of any offense which would be a felony, if committed in this state;
 - Been convicted of an offense involving moral turpitude or the unlawful use, sale, or possession of a controlled substance; or
 - A documented history of physical violence.

REQUIRED DOCUMENTS/ASSESSMENT INFORMATION:

DOCUMENTS REQUIRED AT THE TIME OF APPLICATION:

- 1) Completed Employment Application
- 2) Completed Supplemental Questionnaire
- 3) Current Nevada POST Category II (or Category I) Certificate - **must be scanned and**

attached to the online application

4) Completed Henderson City Attorney Preliminary Background Questionnaire (HCAPBQ)
Click [here](#) to access the HCAPBQ - must be scanned and attached to the online application

PLEASE NOTE: THE REQUIRED DOCUMENTS MUST BE ATTACHED TO THE ONLINE APPLICATION - Click [here](#) for attachment instructions.

ASSESSMENT DATES:

Written Examination (Weighted 40%) - Thursday, February 21, 2019
(Best Qualified Candidates)

Structured Selection Interview with Assessment (Weighted 60%) - Thursday, February 28, 2019
(Top Scoring Candidates)

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:

If you are invited to participate in the assessment process, you will be required to self-schedule through the City of Henderson on-line application system. Please check your e-mail on a regular basis after submitting your application for complete instructions, which include where and when to report.

The assessment and selection process for this position will take place on the dates listed above. All candidates who wish to be considered for this position will need to be in Henderson, Nevada, and make themselves available to participate in the testing process at any time on any of the dates listed above.

SELECTION PROCESS:

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

IMPORTANT: Appointment may be subject to the successful completion of a post offer pre-employment background investigation, polygraph examination, medical/physical examination, drug and alcohol test. Please see the job description to view the physical requirements of the job. As part of the background investigation, all claims of education and experience made in the employment application process, as well as other information submitted, will be verified.

NOTE: The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. The selection process should be completed within four (4) months of the closing date. Candidates may reapply when there is a vacancy and a posting to establish an eligibility list. Some candidates may be disqualified indefinitely due to the results of their background investigation.

NOTE: E-mail communications will be sent from senders with the extension: @cityofhenderson.com. You may need to adjust your spam blocker to ensure that you receive e-mail notifications from the City of Henderson.

WHERE TO APPLY:

The Human Resources Department must receive the completed City employment application and all required documentation by the closing date and time listed on this announcement. The employment application must be accessed through our website, www.cityofhenderson.com/human_resources and submitted electronically following the online links. When applying online, applicants must complete the employment application in its entirety to be considered for this recruitment. Resumes WILL NOT be accepted in lieu of the completed employment application. Decisions on an applicant's qualifications for the above position will be made solely on the materials submitted at the time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: http://www.cityofhenderson.com/human_resources

HUMAN RESOURCES IS LOCATED AT: City Hall, 2nd Floor, 240 Water Street, Henderson, NV 89015

MAILING ADDRESS: City of Henderson, Human Resources, 240 Water Street P.O. Box 95050, Henderson, NV 89009-5050

PHONE: 702.267.1939 TDD SERVICES FOR THE HEARING IMPAIRED: (702) 267-1425 FAX: 702.267.1901

24-HOUR JOB LINE: 1-877-CITY JOB (248-9562)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Senior City Marshal Supplemental Questionnaire

- * 1. I understand that in order for my application to receive every consideration in the selection process, I must fully complete the application as well as the following supplemental questionnaire for this position. The information I provide will be reviewed and used to determine my eligibility and whether or not I am among the best qualified applicants selected to move forward in the selection process. Unanswered questions, incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. "See resume" or "refer to application" will be considered an unanswered question. If the supplemental question is not applicable, please indicate N/A. I have read and understand the above instructions regarding supplemental questions.
 Yes No

- * 2. Do you possess a Bachelor's Degree from an accredited college or university with a major in criminal justice, political science, law enforcement, public or business administration, or a closely related field? If "yes", please list the degree(s) earned and major area(s) of study. If you do not hold a college degree but do have college credits, list the number of credits earned and major area(s) of study.

- * 3. Do you have at least eight (8) years of full-time law enforcement and criminal investigation experience for a public agency which includes extensive contact with the public? If yes, please make sure your experience and duties are detailed on your application.
 Yes No

- * 4. If you do not have the required experience, do you possess an equivalent combination of experience, education and related training you feel should be considered in lieu of the required experience? If so, please provide a detailed explanation below. If you have the required experience, enter N/A.

- * 5. Do you have and maintain a valid Nevada or "border state" driver's license?

Yes No

* 6. In order to submit your online application, you must attach:

- 1) a copy of your current Nevada POST Category II (or Category I) certificate.
- 2) The Henderson Preliminary Background Questionnaire (HPBQ).

Applications received without these required documents will not be considered. Did you attach these documents?

Yes No

* 7. Which Nevada POST certificate do you possess?

- Nevada POST Category II
- Nevada POST Category I
- I do not possess a Nevada POST certificate

* 8. Describe your fulltime supervisory experience and for each position where you gained this experience include: 1) Employer; 2) Job Title; 3) Dates of Employment; 4) Hours Worked per Week 5) Number of Employees Directly Supervised and 6) Primary Duties. If none, enter N/A.

* Required Question