



City of North Richland Hills

Public Service Officer

Starting Salary: \$32,841

Nature of Work:

The purpose of this job is to perform a wide variety of tasks in support of law enforcement and crime prevention functions. Perform investigative work and other special assignments. Provide assistance to and interact with the public, take calls-for-service over the telephone, in person, and complete all appropriate paperwork. Provide traffic control assistance at major crash scenes, fire calls, major crime scenes and special city events. Carry out a variety of technical and administrative tasks in support of the Police Department and to perform other duties as directed.

Qualifications:

High School Diploma or equivalent. Six months to one year experience in a related job field, or 15 college semester hrs. Valid Texas Class C Drivers License with a safe driving record. This position requires a typing test with candidates being able to type 35 words per minute. Must successfully complete a basic public service officer training school within one year of employment.

What We Are Looking For:

NRH seeks an energetic professional with a positive attitude who desires to work in a growing, dynamic city, and who is willing to accept a challenge and work in a team-oriented environment. This talented individual must hold a high regard for quality of work and maintain an advanced level of expertise within all areas of responsibility. The candidate chosen must also possess superior decision making skills, be creative, be resourceful, pay attention to detail, be confident, be personable, exhibit excellent verbal and written communication skills and have a real desire to serve in the public sector.

Benefits:

- Medical, dental and vision insurance
- Employer paid life insurance
- Employer paid near site medical clinic
- Texas Municipal Retirement System
- Paid vacation and sick leave
- Ten paid holidays
- Retiree health plan
- Tuition reimbursement
- 457 Deferred Compensation Plan
- Phone allowance



About North Richland Hills:

Just minutes from Dallas and Fort Worth, North Richland Hills is the third largest city in Tarrant County with more than 71,000 residents, 1,200 businesses and 30 major employers. Our community has much to offer with an excellent blend of neighborhoods, parks and trails, dining, shopping, office and manufacturing space. We have a low crime rate, excellent public school system, one of the best public libraries in the state and a nationally recognized parks and recreation program.

To learn more about this career opportunity or apply online

visit our website at <http://www.nrhtx.com> or

contact our Human Resources Department at : (817) 427-6100

North Richland Hills is an equal opportunity employer and values diversity at all levels within the organization.