

**TO PROSPECTIVE APPLICANTS FOR THE  
CITY OF MEDINA  
PART-TIME TEMPORARY  
COMMUNITY SERVICE OFFICER POSITION**

Application materials required for this position include the following items:

- Cover Letter
  - One-page, single-spaced; include a statement or paragraph describing your community relations experience.
- Resume
- Completed Application
- Supplemental Application
- Veterans Preference Form

*The application will be disqualified if any of the above information is not submitted or is incomplete.*

*The application will also be disqualified if the applicant does not meet the minimum qualifications for the position.*

**Minimum Qualifications:** Applicants must be 18 years of age, or older, certified in first responder training or willing to be certified within first few months of hire, and possess a valid driver's license.

**Deadline for Application Packets:** The application is open until filled.

**Send completed application materials to:** [caitlyn.walker@medinamn.gov](mailto:caitlyn.walker@medinamn.gov) or mail to:

Caitlyn Walker  
**CITY OF MEDINA**  
2052 County Road 24  
Medina, MN 55340-9790

**Questions regarding the materials or hiring process should be directed to:**

Caitlyn Walker, City Clerk/Assistant to the City Administrator

- Phone: (763) 473-8850
- E-mail: [caitlyn.walker@medinamn.gov](mailto:caitlyn.walker@medinamn.gov)

**Projected Hiring/Appointment Timeline**

The application is open until filled.

## **PROFILE OF CITY OF MEDINA AND COMMUNITY SERVICE OFFICER POSITION**

### **City of Medina**

The City of Medina has been an incorporated city since 1974 and has a population of about 6,000 people. The community continues to experience rural-residential, urban-residential, and commercial growth in what has historically been a fairly predominant rural setting. Most of Medina's commercial and higher-density residential growth is guided to progress along the Trunk Highway 55 Corridor.

Medina consists of 26 square miles, with approximately 28% of the land cover consisting of water (wetlands, lakes, etc.). Medina's growth & land use philosophy involves a desire for slow and responsible urban growth, while preserving agricultural land & open spaces, as well as protecting our significant natural resources. The City's water, wastewater, parks and road infrastructure will expand and demand more maintenance service as the City continues to grow.

Twenty-six full-time employees and four part-time employees are employed by the City of Medina. The City Administrator is the chief administrative officer for the City. Four Department heads report to the Administrator, including the Public Safety Director, Public Works Director, Planning Director, and Finance Director. The Patrol Sergeant supervises the Community Service Officer position.

The Police Department consists of eleven licensed officers, one full-time administrative assistant, one part-time administrative assistant, and two part-time community service officers. Of the eleven licensed officers, the department has a chief, a sergeant, seven patrol officers, an investigator, and a member on the West Metro Drug Taskforce. The Police Department responds to calls for service and all types of emergency situations throughout the City of Medina and Loretto. Our mission is to protect and serve the citizens of Medina and their property to the best of our ability.

### **Community Service Officer**

The primary responsibilities of the position include a variety of public safety and other municipal services, including, but not limited to, crime prevention, animal control, packet deliveries, equipment maintenance, property control, limited code enforcement, investigations, and follow up on nuisance complaints, and other duties not requiring a sworn police officer.

The Community Service Officer position is classified as part-time temporary. The starting wage for the position will be \$20 per hour. The position will work up to 24 hours per week with flexibility on work hours. The retirement plan is contributed through MN PERA.

City of Medina Position Description  
COMMUNITY SERVICE OFFICER

**Position Title:** Community Service Officer  
**Department:** Police Department  
**Supervisor's Title:** Patrol Sergeant

**Pay Grade:** \$20/hour  
**FLSA Status:** NON-EXEMPT  
**Work Status:** Part-time, temporary

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**PRIMARY OBJECTIVE OF POSITION**

To provide a variety of public safety and other municipal services, including, but not limited to, crime prevention, animal control, packet deliveries, equipment maintenance, property control, limited code enforcement, investigation, and follow up on nuisance complaints, and other duties not requiring a sworn police officer.

**ESSENTIAL FUNCTIONS OF POSITION**

- Patrols City streets and responds to non-emergency calls assigned.
- Works with the City Planning Department to observe, report, and enforce the City's nuisance ordinance.
- Impounds at-large dogs and found dogs.
- Assists the public with questions involving community service related topics.
- Investigates and writes reports on animal bites, medical emergencies, found property, and other miscellaneous complaints.
- Assists the public in the recovery of lost or stolen animals.
- Assists in identifying found animals, notifying owners when necessary.
- Provides emergency medical assistance and life support as a first responder.
- Transports police evidence to appropriate agency for examination.
- Assists in squads upkeep; takes the squads in for scheduled maintenance.
- Performs housekeeping duties, (ie. garage, booking room, evidence room.)
- Performs house checks.
- Assists officers with traffic control.
- Delivers necessary paperwork to the City attorney's office, Ridgedale Court, and City officials.
- Observes and reports violations of the nuisance ordinance.
- Performs other duties as assigned.

**OTHER DUTIES AND RESPONSIBILITIES**

- Assists with general office duties, typing and filing reports, entering data, and answering phones.
- Works with the CJIS and NCIC systems.
- Assists the administration as directed.
- Assists public at the front window with report request, burn permits, and hunting permits.
- Assists with inventory of recovered property.
- Maintains the inventory of need forms and equipment.
- Maintains business directories for CAD.
- Coordinates Crime Prevention programs.
- Assists with evidence preparation for court.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

**HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles, procedures, techniques and equipment of law enforcement.
- Knowledge of pertinent Federal, State and local laws, codes and regulations.
- Knowledge of City geography.
- Skill to handle animal restraint and care techniques.
- Skill to keep records and file maintenance systems.
- Skill and principles of report preparation.
- Ability to work with operational hazards and standard safety practices.
- Ability to use methods and techniques in conflict resolution.

City of Medina Position Description  
COMMUNITY SERVICE OFFICER

- Ability to maintain physical condition necessary for sitting, standing, or walking for prolonged periods; light to moderately heavy lifting and carrying; may be required to climb, stoop, kneel in performance of the job responsibilities; general manual dexterity; adequate vision, speech, and hearing required; must be able to operate assigned equipment.

**AUTHORITY:** This position is specifically limited to aiding and assisting regular police officers and the administrative staff in the performance of their duties or acting upon the rights as a citizen of the State of Minnesota. By ordinance this position has limited authority to issue citation for certain misdemeanor violations. Conduct and actions are controlled by department policy.

**FIREARMS:** The use of a firearm will be limited to the use of a shotgun for the dispatching of injured or sick animals. Each Community Service Officer will be trained in the use of the shotgun. They will have to qualify and show proficiency annually.

**MINIMUM REQUIREMENTS**

- A minimum of 18 years of age.
- Possess a valid Minnesota Driver's License.
- Possess good judgment and common sense.
- Must be able to tolerate stress in a multitude of forms, such as taking enforcement action, dealing with anxious and emotional persons.
- Work rotating shifts.
- First responder training.

**DESIRABLE QUALIFICATIONS**

Experience with community service, computer maintenance, working with animals, public relations and public presentations.

**WORKING CONDITIONS:** Combination of outside environment and office environment. Outside environment, exposure to inclement weather conditions. Office environment exposure to computers and working closely with others.



*You must complete this application fully, even if information is duplicated on a resume or cover letter. Falsified or misleading statements on this application may be grounds for disqualifying you from being further considered for employment with the City of Medina.*

**How did you learn about this position?** *(Optional) (Please circle one)*

Newspaper/Publication: Crow River News LMC Cities Bulletin City Website Other: \_\_\_\_\_

<b>EMPLOYMENT DESIRED</b>				
<b>Title of Position Applying For</b>		<b>Date Available for Work</b>		<b>Salary/Wage Required</b>
<b>Available to work:</b> Full-time Part-time Temporary Seasonal <i>(Circle one)</i>				

<b>PERSONAL INFORMATION</b>					
<b>First Name</b>		<b>Last Name</b>		<b>Middle Name</b>	
<b>Current Mailing Address</b>			<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Home Phone Number</b> (    )			<b>Email address:</b>		
<b>Cellular Phone Number</b> (    )					

Are you at least 18 years of age? NO YES

Are you a U.S. Citizen or legally eligible to work in the U.S.? NO YES  
*(If hired, you will be required to provide documentation that you are eligible to work)*

Have you filed an application with the City of Medina previously? NO YES If yes, give date(s)

Have you ever been employed by the City of Medina previously? NO YES If yes, give date(s)

**Request for Accommodation**  
If you require assistance in the hiring process because of a special need,  
please contact the City Administrator at the City  
to make a specific request for reasonable accommodation.

\*\*\*\*\*List the most recent (or current) employer first, then next most recent, and so forth.\*\*\*\*\*

<b>WORK EXPERIENCE</b>		<b><i>Employer 1</i></b>
<i>May we contact this employer?</i> YES    NO    If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From:                      To:		
Hours Worked per Week		
Reason for Leaving		
<b>WORK EXPERIENCE</b>		<b><i>Employer 2</i></b>
<i>May we contact this employer?</i> YES    NO    If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From:                      To:		
Hours Worked per Week		
Reason for Leaving		
<b>WORK EXPERIENCE</b>		<b><i>Employer 3</i></b>
<i>May we contact this employer?</i> YES    NO    If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From:                      To:		
Hours Worked Per Week		
Reason for Leaving		

**EDUCATION**

Did you graduate from high school or receive a GED?      YES      NO

Name and Location of School/Program attended: \_\_\_\_\_

Name and Location of College, University, or Technical School	Did you graduate?	Degree/Diploma	Program of Study
	YES    NO		
	YES    NO		
	YES    NO		

**REFERENCES**

*Please list three individuals (not relatives), who have known you for at least 1 year, who can attest to your work qualities.*

Name and Occupation	Present Address	Phone Number

**ACKNOWLEDGEMENT**

I understand the City of Medina has the right to verify information contained in this application. I authorize the City of Medina and any agent acting on its behalf to investigate all statements contained in this application for employment and any addendum, including, but not limited to, my educational records such as transcripts, and work records as may be necessary to determine my eligibility for employment. Moreover, I hereby release the City of Medina and any agent acting on its behalf from any and all liability by reason of requesting such information from any person or entity.

I certify that answers given herein are true and complete to the best of my knowledge and I understand that, if employed, falsified or misleading statements on this application and addendum or made during an interview, which may be discovered now or anytime in the future, shall be grounds for dismissal. I acknowledge that this document shall not be construed as a contract or offer of employment and understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

Certain information in this application is considered private; that is, it may be released only to you and agencies where you may be considered for employment. Information in this application that is defined by law as *public* may be released on request and includes: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Your name is private data except when certified as eligible for appointment to a vacancy or when you are considered by the appointing authority to be a finalist for a position in public employment. (To comply with M.S. 13.43, Subd. 2 and Subd 3).

Private Data	Why We Ask For It?	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It?
Name	To distinguish you from all other applicants.	Yes	Failure to provide may be cause for rejection of your application.
Address	To be able to send you correspondence.	Yes	Failure to provide may be cause for rejection of your application.
Home Telephone	To be able to contact you to arrange for an interview, if granted.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.

The City of Medina does not discriminate on the basis of race, color, religion, creed, national origin, age, sex, disability, marital status, sexual orientation, status with regard to public assistance, membership in a local commission, or any other legally protected status in its hiring or employment practices.





## Supplemental Application

**Applicant Name:** \_\_\_\_\_

**INSTRUCTIONS:** Please review and complete each section on the Supplemental Application. Your responses to the Supplemental Application are used to evaluate your qualifications for the position. Failure to complete the Supplemental Application may limit our ability to evaluate your application.

**NOTICE TO APPLICANT:** Information requested on your application that is defined by State Statute as public may be released on request and includes job history, education and training, relevant test scores, rank on our eligibility list, Veteran's status, and work availability. Your name is private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment. Certain other information is private and may be released only to you or to governmental entities authorized access by law. Private data contained in this application:

**Name/Social Security Number (SSN):** Used to identify you in relation to other applicants. You are legally required to provide your name, but not your SSN. Failure to provide this information may result in a delay in processing or rejection of your application.

**License Information:** Used to certify applicants for positions where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in rejection of your application.

**Social Security Number (Optional):** \_\_\_\_\_

### DRIVER'S LICENSE/RECORD

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Class: \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ D \_\_\_\_\_ CDL

List any endorsements: \_\_\_\_\_

Do you have a clean driving record? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, please explain: \_\_\_\_\_

**CONVICTION INFORMATION:** No person shall be disqualified from public employment solely or in part because of prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining the effect of a conviction, the City shall consider the requirements of Minnesota Statutes, Chapter 364. Applicants who are finalists for certain positions will be subject to a criminal background investigation.

*I hereby give my consent for a personal background investigation, to include a criminal history check, DVS (Driver & Vehicle Services) check, and reference checks, if I become a finalist for this position.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FAIR CREDIT REPORTING ACT DISCLOSURE:** In connection with your application for employment, an investigation may be made in which “consumer reports” are obtained from a consumer reporting agency. Such reports may include information concerning your credit worthiness, credit capacity, character, general reputation, personal characteristics, or mode of living. Examples of such reports include, but are not limited to: your credit history and a criminal background check. Upon written request, you will be provided with a disclosure of the nature and scope of the consumer report.

The City of Medina will not use the information contained in the consumer report and/or investigative consumer report in violation of any applicable federal or state law or regulation.

If any consumer reports and/or investigative consumer reports indicate that any adverse action should be taken, including the denial of your application for employment, you will be provided with a copy of the report(s) and the “Summary of Your Rights Under the Fair Credit Reporting Act” per the Fair Credit Reporting Act.

The information contained herein is considered private data and will be used only to determine your suitability for employment. Providing this information is strictly voluntary and you are not required by law to furnish any of the information requested herein. However, if you do not furnish it we may have difficulty determining your suitability for employment. The information provided herein will be accessible only to you, appropriate staff of the City of Medina, or as provided for by Minnesota Statutes. By law, I understand that I have the right to receive a free copy of my consumer report and/or investigative consumer report from the consumer reporting agency if one is obtained, upon my written request for this information.

I hereby authorize the City of Medina to obtain “consumer reports” and/or “investigative consumer reports” in connection with processing my application for employment. I further authorize the appropriate individuals, companies, institutions or agencies, including consumer reporting agencies, to release this information.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### APPLICANT’S STATEMENT

I certify that I have read the “Notice to Applicant” regarding the MN Data Practices Act, and understand my rights as a subject of data. I hereby release the City of Medina, with which I am seeking employment, from any liability which may result from releasing information requested.

I understand that if offered a position, I may be required to submit to and pass a drug screen.

I hereby certify that all answers contained in this supplemental application are true and I agree and understand that any misrepresentation or omission of facts contained in this application will be grounds for disqualification for employment or in the event of employment, dismissal from employment upon discovery of the information.

By signing this form I hereby acknowledge I have read and understood the above statements. *Failure to sign this form may result in rejection of your application.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Election of Veteran's Preference Form**  
**(Minnesota Statute 43A.11)**

Name: \_\_\_\_\_  
(Please Print)

Are you eligible to claim veteran's preference?

Yes       No (if "no" is marked, please stop here)

Do you wish to claim veteran's preference if you achieve a passing score?

Yes       No

If yes, please check the preference you are claiming:

Veteran – defined as a U.S. citizen or resident alien who separated under honorable conditions, and  
1. has served on active duty for at least 181 consecutive days, or  
2. was discharged by reason of disability incurred while on active duty, or  
3. has met active duty requirements as defined by the Code of Federal Regulations, or  
4. has active military service certified under section 401, Public Law Number 95-202  
In addition, you cannot be currently receiving a monthly veteran's pension based exclusively on length of service. **Attach a copy of your DD214 in order to receive 10 points.**

Disabled Veteran – defined as a veteran having a compensable service connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, which disability is currently existing. (Attach a copy of your DD214 and FL 802 (or an equivalent letter from a service retirement board) to receive 15 points.

Spouse of a deceased veteran. Attach a copy of your marriage certificate, the veteran's DD214 and the death certificate to receive 10 points.

Spouse of a disabled veteran who is unable to use preference due to disability. Attach a copy of your marriage certificate, the veteran's DD214 and FL802 (or an equivalent letter from a service retirement board) to receive 15 points.

**AFFIDAVIT:**

I hereby claim veteran's preference for this vacancy and certify that all the information given is true, complete, and the best of my knowledge.

I hereby authorize the Veteran's Administration to release information necessary to process this application to the City of Medina.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_