



## **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

### **Knowledge of:**

- City rules, regulations, policies, and procedures.
- The rules, regulations, policies, and operating procedures within the assigned department.
- Principles, methods, and practices applied in the design of public relations, community affairs, and advertising programs.
- Advertising and public relations industry practices and trends.
- Techniques and practices for organizing and coordinating programs, activities, and special events.
- Principles, methods, and techniques of graphic design, layout, and print production.
- Computer hardware and software related to conducting research and preparing presentations.
- Methods and techniques of writing for advertising, marketing, and public relations.
- Principles and practices of sound business communication.
- Correct English usage, including spelling, grammar, and punctuation.
- Desktop publishing applications in the preparation of print and graphic materials.

### **Ability to:**

- Apply writing style and techniques appropriate for a variety of business and journalistic/public relations purposes.
- Create effective approaches for use in public information and education programs.
- Interpret information and situations, and make recommendations in accordance with applicable policies, regulations, and guidelines.
- Arrange data from statistics and data analysis into thorough and concise reports; and prepare and maintain complete, accurate, and concise reports and records.
- Use word processing, desktop publishing, and other computer programs to develop brochures, newsletters, graphs, reports, letters, memorandums, templates, spreadsheets, data analysis reports, and a variety of other media.
- Use initiative and independent judgment within established procedural guidelines.
- Conduct research and apply appropriate statistics to analyze findings.
- Use correct English, grammar, punctuation, and spelling.
- Edit and proof written materials.
- Communicate effectively with individuals from various socioeconomic, ethnic, and cultural diverse backgrounds;
- Establish and maintain effective working relationships with individuals contacted in the course of work, including members of the media.
- Safely operate computers, audio-visual and office equipment.

### **Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

**Education:** Graduation from high school or GED. Associates degree from an accredited college or university with major course work in police science preferred.

**Experience:** Must be employed with the Mesquite Police Department and have three years of experience as a Police Officer.

**Training:** Speak and write Spanish fluently preferred

License or Certificate: Nevada P.O.S.T. Category I Certification. Current on all Nevada Post and department training. Must possess, at the time of employment and continuously throughout employment a valid Nevada driver's license.

### **WORKING CONDITIONS**

Work is performed under the following conditions:

Primary work environment is in a climate-controlled office setting; however, work may involve travel to other locations and work outside the standard workweek and assume all of the patrol officer duties when needed.

### **Physical Requirements:**

Vision sufficient to read rules, regulations, policies, procedures, reports, computer screens, newspapers, statistics, data, graphs, and audio visual materials; hearing sufficient to hear conversational levels in person and over the telephone; speech sufficient to make oneself heard in person, over the telephone, and when making presentations in front of groups or the media; mobility sufficient to safely move in an office environment and travel to locations throughout the Clark County area; strength sufficient to lift and carry audio visual materials and office supplies; dexterity sufficient to safely operate office equipment including computers; endurance sufficient to maintain efficiency throughout entire work shift and during extended work hours as necessary. Subject to 24-hour call back for emergencies; great mental ability is required daily.

### **Job Hazards/Risk Factors:**

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

**It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form both on and off duty for the duration of employment with the City.**

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.