



JOB OPENING

JOB TITLE:	Police Services Technician
POSTING DATE:	July 23, 2024
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Police/Traffic
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Regular, Full-Time
START DATE & WORK SCHEDULE:	ASAP 8:30 a.m. – 4:30 p.m.; Overtime as required. Travel Required 25% of the workday.
PAY RATE:	\$46,747 - \$53,529
PREVIOUS WORK EXPERIENCE:	Experience working with the public is highly desirable. Individuals must be able to work with the public under adverse conditions yet maintain a professional demeanor.
EDUCATION:	High school graduate or equivalent. Two years of increasingly responsible clerical experience. Some law enforcement experience preferred.
SPECIAL SKILLS & TRAINING:	Must be comfortable working with Microsoft Word and Excel. Ability to work with people in a law enforcement environment, including officers and civilians as well as working autonomously in the field. Must be physically able to move and deploy SMART trailers, including attaching and detaching trailers to vehicles for transport. Must be familiar with CLEAR, LEIN and SOS.
BASIC RESPONSIBILITIES:	Maintenance of the vehicle impound program and private tow program. This includes entering vehicles into the system, updating the vehicle's status as necessary and documenting the release of all vehicles impounded by the Police Department. Handles clerical work associated with these and other programs. Responsible for knowing current laws regarding the impounding of vehicles. Deploys and retrieves the SMART trailer fleet.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.