

CANBY POLICE DEPARTMENT

110 Oscar Avenue North, Canby, MN 56220
Phone (507) 223-7211 / Fax (507) 223-5005



Job Opening

City of Canby Police Department

Seasonal Community Service Officer

Deadline: May 03, 2024.

The City of Canby (est. population 1,700) is currently accepting applications for a seasonal Community Service Officer. Salary for this position is \$20.00 per hour, with an anticipated 10-15 hours per week. This position will have a flexible schedule with the ability to set your own working days, with the requirement that the Chief of Police is in town and available during entirety of shift.

The applicant must meet minimum selection standards by time of hire. Minimum requirements for this position are as follows:

- Must be 18 years old with a High School diploma or equivalent.
- Must be a US citizen or authorized to work in the US.
- Must possess a valid Driver's License
- Must be able to pass an Oral Evaluation, Background Investigation, and be able to pass CJIS Security Awareness training.

General duties for the position include:

- Proactively investigates violations of city ordinances and issues warnings or citations as required or appropriate; serves various criminal or civil notices or papers and appears in court to testify regarding the cases.
- Provides support and assistance to licensed Peace Officers as required or directed.
- Recovers and transports abandoned or found property. Logs items into evidence.
- Writes detailed and accurate reports of incidents handled.

A full job description and application packet can be obtained on the City's website, canbymn.gov, or mailed upon request.

Interested applicants should submit a completed application packet to: City of Canby
Attn: Chief Josh Walker, 110 Oscar Ave. N. Canby, MN 56220. Applications may also be submitted by email to PoliceChief@Canbymn.gov.