



City of Rathdrum

“Continuous Recruitment File”

Most recent posting: January 1, 2015

The positions listed below may or may not have a current vacancy. Due to the nature of the positions the City will accept applications for these positions at any time. Applications for these positions are accepted on a continuing basis and remain on file for 180 days. If a position becomes available, we will contact you by phone if you are selected for an interview. If after 180 days you have not been contacted regarding an open file position for which you have applied, please notify our office of your continuing interest in the position and we will keep your application on file for an additional 180 days. The positions may be temporary, seasonal, part-time or full-time depending upon department need and approvals by the City Council.

To Apply: **All applications must be filed with the City of Rathdrum located at 8047 West Main St., Rathdrum, Idaho 83858. Applications will be accepted year-round and will remain on file for 180 days. Applicants will be eligible for consideration for appointment to any related positions opening within that period of time. If upon expiration of the one hundred and eighty (180) days, an individual would like his/her application to remain on file, he/she must notify the City at (208) 687-0261 to extend the date of the application.

Position	Essential Duties	Requirements
Officials/Referees	These are official/referee positions in the Recreation Department of the City of Rathdrum. The individuals appointed to these positions will be required to referee or score keep a variety of or particular youth and adult sport(s) as needed (i.e. soccer, basketball, softball, etc.). Additionally, appointed employees will be required to assist office staff as needed and perform other related duties as required.	A working knowledge of most sports (or the particular sport applicant is interested in) i.e. basketball, softball, football, soccer. Officiating experience preferred.
Secretary/Office Specialist	This is a general clerical/office support position associated with one of the City Departments. The principal duties of this position are to provide customer service, provide information to the public, provide general clerical support and records maintenance and answer phones.	High school diploma or GED equivalency is required and advanced training in office practices or general business classes is preferred, and One (1) year of Secretarial/administrative experience is required; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
Maintenance Worker (Parks and Public Works)	This is a general manual labor position with tasks related to the maintenance and repair of Parks, Park facilities or City streets, buildings, grounds and other facilities depending upon which department the position is available in.	High School diploma or GED equivalency; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
Police Officer	The principal function of an employee in this class is to enforce state and local laws and ordinances, respond to calls for the protection of life and property, conduct criminal and non-criminal investigations, make arrests and to perform other assigned law enforcement and public safety duties.	High school diploma or GED equivalency is required; and At least one year experience in law enforcement is preferred; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work. Idaho drivers license is required; Idaho POST Basic certification is preferred but if needed the City may send the candidate to POST for training;

The provisions of this announcement do not constitute an expressed or implied contract. Provisions contained in this announcement may be modified or revoked at any time without notice.

Recruitment is open to all persons who meet minimum qualification requirements regardless of race, color, religion, national origin political affiliation, gender, age, or disability. The City of Rathdrum will make reasonable accommodations for disabilities when they will not impose undue hardship.

See full job classification for these positions.