HARLINGEN POLICE DEPARTMENT

PRESS RELEASE
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HONOR ◆ COURAGE ◆ INTEGRITY

HARLINGEN POLICE DEPARTMENT JOB OPENING
BOOKING OFFICER

Job Title:	**Booking Officer**	
Pay Range:	**$ 9.5367/hr**	
Department:	**Police Services**	**07/27/2015**

JOB SUMMARY:
Completes and maintains various records to book and process prisoners. Duties are performed in accordance with established policies and procedures. Considerable tact and firmness are required in dealing with inmates and the general public. The employee is required to exercise alertness and some independent judgment in dealing with unusual situations. The employee is exposed to the hazards of law enforcement detention work. Work is performed under general supervision and is evaluated through observation, review of records and on-site inspections.

QUALIFICATIONS:
- Knowledge of the local laws, ordinances and State statutes pertaining to the commitment, confinement and release of prisoner.
- Ability to maintain discipline and order in the detention facility.
- Must be able to work shift work: 7am – 3pm; 3pm – 11pm; 11pm – 7am
- Ability to deal tactfully and courteously with the public.
- High School diploma or GED; or equivalent combination of experience and training.
- Bilingual preferred.

PHYSICAL REQUIREMENTS:
Clerical and/or light physical work. Work is fairly active but a portion of the time is spent at a desk or bench. Involves occasional light lifting of 0 to 25 pounds, considerable walking, some bending, stooping and squatting.

Applicant must successfully pass a pre-employment Drug and Alcohol screening, psychological, Functional Assessment and a Harlingen Police Department background investigation prior to employment by the City of Harlingen.

BENEFITS:
The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at the City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550, City Website: www.myharlingen.us

THE CITY OF HARLINGEN IS AN EQUAL EMPLOYMENT OPPORTUNITY/DRUG FREE EMPLOYER

Chief of Police
Jeffry Adickes

Assistant Chief
Michael Kester

Executive Staff

Deputy Chief
Luciano Rubio

Deputy Chief
Hector Leal

Interim Deputy Chief
Ray Cavazos

Deputy Administrator
Diane L. Sanchez

Public Information
PIO Staff

Sergeant
John Parrish

Sergeant
David Osborne

Officer
Larry Moore

Officer
Orlando Gonzales

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