



City of Hudson Oaks

Employment Opportunity

Evidence Technician/Records Manager

Application Deadline: January 31, 2022

Progressive, growing, professional agency seeks inspired, enthusiastic, creative employees who want to support police operations in a unique environment. Hudson Oaks is a small, close-knit community of highly involved citizens who have high expectations of and for the city and its municipal government. The City and the police department value integrity, customer service, professionalism, accountability and education. The progressive nature of the organization has made the police department a well-respected, leading agency in the county. This organization demands high-caliber employees who think creatively and act professionally to serve the needs of a rapidly growing community. The City is currently recruiting for the purposes of filling one vacant position.

Brief position description: The primary duties of this position is Evidence Technician and Records Manager. The position will also perform administrative duties, and will be the first person that citizens who visit or telephone the administration building interact with. This position is under the general direction of the criminal investigations sergeant and the police chief. (A complete job description is available for review on the City's website at www.hudsonoaks.com.) This position will typically work 9 hour shifts with an uncompensated one-hour lunch hour.

Minimum Qualifications: Successful applicants must have the minimum of a high school diploma or equivalent; must be able to speak, read and write the English language; and must possess a Texas Class C driver license and liability vehicle insurance.

Disqualifiers – Drug Use: Engaged in the use of marijuana in the past 24 months, use of any other illegal drug within the past five (5) years or the use of any drug that was prescribed for another. Disqualification will depend on the narcotic used and circumstances of use.

Salary & Benefits: The starting salary range for this position is \$38,000 - \$41,500 depending upon prior law enforcement related evidence technician experience. The City of Hudson Oaks is part of the Texas Municipal Retirement System, and matches 7% employee contributions 2 to 1. Employees are vested after five (5) years, and may retire at age 60, or at any age after 20 years of qualified service. Employer-provided medical and dental insurance benefits are part of the City of Hudson Oaks comprehensive benefit package. Additional dental, vision, life and other health insurance options are available at the employee's expense. Employees may also choose to enroll their family members in the City's group plan.

Additional benefits can be found at <https://hudsonoaks.com/articles/employee-benefits>

Testing & Examinations: All qualifying applicants must complete a Personal History Booklet (PHB) in addition to the initial application. Applicants who continue in the process will complete an oral interview, thorough background investigation, drug screen and other testing as deemed necessary.

To Apply: Complete an application for employment, which is available on the City of Hudson Oaks website at <https://hudsonoaks.com/documents/hr/20160617-employment-application.pdf>. Send application and resume to the City of Hudson Oaks, attn: City Secretary Shelley Scazzero TRMC, 210 Hudson Oaks Drive, Hudson Oaks, Texas 76087. Applications may also be submitted by email to Shelley.Major@hudsonoaks.com Questions about the position or application process should be directed to the criminal investigations sergeant at dustin.kennedy@hudsonoaks.com or at 682-229-2454.

THE CITY OF HUDSON OAKS IS AN AT-WILL EMPLOYER

This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.