

City of Rock Springs
212 D Street
Rock Springs, WY 82901
307-352-1500
307-352-1516 (fax)



Position Request Form
(Must be completed prior to posting position.)

Position Requested by: Chief Dwane Pacheco

Date: 6/27/2019

Department Director Approval:

Date: 6/27/19

Department: Police

Position Requested: Career Service Specialist

☐ Replace ☒ Add

If replacement, state previous employee name and date of termination:

Position Status:

☒ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal _____ months # hours/week 40

☒ Days ☐ Evenings ☐ Nights ☐ Weekends ☐ Various

Specific time of shift: (i.e. 7:00am – 3:30pm) _____

Position Qualifications

☒ High School Grad/GED ☒ Associates Degree
☐ Driver's License ☐ Bachelor's Degree
☐ Commercial Driver's License ☐ Master's Degree
☐ Certifications _____

Brief Description of Duties: Recruitment of police applicants for the Rock Springs Police Department and completing background investigations of any police applicant that has made it to the background phase of the hiring process.

Position Begin Date: 7/16/2019

Budget Approval:
Director of Administrative Services

Non-Budget Approval: _____
Director of Administrative Services

Approved:
Mayor

Not Approved: _____
Mayor

Advertising Request

☐ Post In-House Only
☐ Rocket Miner
☐ Green River Star
☐ Regional/National Paper _____
☐ State Association _____
☐ National Association _____