

Current Job Openings

Applications can be picked up at City Hall, 310 S Broadway and returned to Tom Tillotson, HR Director. If you wish to mail your application and resume please send it Attn: Tom Tillotson, Box 850, Coweta, OK 74429. Background Check and Post Offer Drug Screen required.

The City of Coweta is seeking a part-time library Clerk. Responsibilities include covering the circulation desk; checking items in and out of the library using the library's computer system, shelving books, reading shelves, and other tasks to be assigned. HS/GED required; familiarity with a computer keyboard and word processing software; prior library experience preferred. Approximately 15-20 hours average per week. Physical tasks include, but not limited to: standing, walking, stooping, kneeling, moving and lifting up to 50 lbs. and reaching. Applications must be able to work a flexible schedule including nights and weekends. Interested parties please submit application to Tom Tillotson, City of Coweta, Box 850 (310 S. Broadway) Coweta, OK 74429 by November 30, 2011.

City of Coweta is accepting applications for full time meter reader. Successfully complete a pre-employment drug screen and background exam. Applications may be picked up at 310 S Broadway and will be accepted until March 9th, 2012.

City of Coweta accepting applications for Police Officer. Requirements and testing listed on web at www.cityofcoweta-ok.gov. Base Pay \$29,389.16 with \$2,000.00 signing bonus for first time officers that are CLEET certified. Other pay incentives dependent on qualifications and certifications. Applications are on web or at Coweta City Hall, 310 South Broadway. Questions? e-mail Lt. Donnie Krumsiek at dkrumsiek@cityofcoweta-ok.gov

Applicants must be 21 years of age, must possess a valid Oklahoma Drivers License, must have a High School diploma or a G.E.D. and have at least 30 accredited college hours. Each applicant must be able to pass a physical agility test and a written P.O.S.T. (police officer's standardized test) test. The physical agility test is comprised of four parts:

1. sit and reach
2. sit ups
3. push ups
4. one and a half mile run

The physical agility testing is based on the applicant's age and gender. Each applicant must pass a detailed background check with no criminal background. Start out pay is dependent upon the applicant's qualifications and certifications. Certified applicants are preferred but not required. Each applicant will be scored on each category of testing

including the interview process. Applicants must be able to pass the State Pension Physical and a post offer drug screening. Applicants can obtain an application at Coweta City Hall. A newly hired Police Officer shall be paid not less than **\$28,672.35**. In addition to base salary officers shall be paid incentive pay at rates determined by contract. All police officers who have successfully completed the basic academy and receive CLEET certification as a full time police officer shall be paid an additional **\$1,200.00**, increased to **\$3,000.00** after successful completion of probation. The Coweta Police Department offers an incentive pay program for Associates Degree and Bachelors Degree, which is obtained through an accredited college or university. College incentive pay will range from **\$1,200.00** to **\$1,800.00**. In addition to basic CLEET certification the Coweta Police Department offers incentive pay for specialized training certification outlined in the current contract. If there is any questions about employment with the Coweta Police Department please e-mail Lt. Donnie Krumsiek at dkrumsiek@cityofcoweta-ok.gov There is no deadline for this position