

Dan Archibeque
Chairman



Sharon Bonner
Vice Chair

Manuel Alcalá
Administrator

Civil Service Commission
301 West B Street, Pueblo, CO 81003
P:719-553-2635 civilservice@pueblo.us

Erick Javaneau
Commissioner

TESTABLE POSITION REQUIREMENTS

About This Form:

- City of Pueblo job descriptions contain a list of Knowledge, Skills and Abilities that are required for successful job performance.
- The list below shows requirements from the job description identified as testable through the Civil Service Commission.
- The hiring manager evaluated the listed requirements in terms of percentages (%) to indicate degree of importance in accomplishing essential job functions.
 - Minor: 10% or less
 - Moderate: 11% - 20%
 - Major: 21% or more

Class Title: Community Service Officer

Testable Requirements (From the Job Description)		(%)
1	Knowledge of personal computer operation and software equivalent to Microsoft products	10
2	Knowledge of the basic use of two-way radios, and cameras	10
3	Knowledge of basic grammar and writing skills	25
4	Read, understand, interpret, and explain City, County, State, and Federal statutes, regulations, ordinances, and codes	15
5	Knowledge of Pueblo streets, locations, and landmarks and a demonstrated ability to distinguish directions	5
6	Knowledge of concepts related to customer service, public relations and interpersonal communications	25
7	A keen sense of observation and ability to analyze situations quickly	10
Total		100%

In my judgment, the requirements shown on this form reasonably reflect items that may be subject to testing through the Civil Service Commission for the listed class title.

Director Name: Chris Noeller Title: Chief of Police

Signature: Date: 2/15/22