



The City of  
**OKLAHOMA CITY**  
**PERSONNEL DEPARTMENT**  
420 W. Main, Suite 110  
Oklahoma City, Oklahoma 73102

# Vacancy

- NOTE:** Applicants must be willing to work any shift, holidays, and weekends.  
**NOTE:** Applicants must be aware that the hours are extremely variable.  
**NOTE:** Applicants must satisfactorily complete a polygraph, police background check, and drug screen.  
**NOTE:** Due to grant restrictions, neither current nor former City employees are eligible for these positions.  
**NOTE:** City employees are required to receive pay electronically, either direct deposit or paycard.

**PART-TIME TEMPORARY**  
(No Benefits)

**OKC AMBASSADOR**

**Salary: \$9.00/hourly**

**Interested applicants apply at 219 East Main Street, Monday through Friday, 8:00 a.m. to 4:00 p.m. Applications will be accepted from February 8, 2010 through February 26, 2010.**

**JOB SUMMARY**

This position is located in the Uniform Support Division, Special Events Unit, of the Oklahoma City Police Department. Employees of this classification will receive training prior to assuming the duties and responsibilities of the position. **Essential job functions include:** communicating with citizens in person or providing general information requested by citizens; contact with the public and providing public services. Patrolling areas on foot to identify and report information to the police. Other duties may consist of directing traffic during special events, rush hour periods or in emergencies, and operating a two-way radio to receive or dispatch information. Employees in this classification will receive work instructions and must follow established procedures in performing assigned duties. Working independently, the OKC Ambassador must possess the ability and willingness to assume responsibility for upholding departmental standards and policies. Work is subject to review by an immediate supervisor through observation and inspection of work records.

**NOTE:** The selection process will consist of a scored interview and a practical factor test. Applicants must score a minimum of 70% on the interview to be considered further for the position.

**JOB REQUIREMENTS**

- Ability to direct traffic.
- Ability and willingness to communicate verbally using tact and diplomacy.
- Willingness to provide information and/or assistance as requested by citizens.
- Ability to follow verbal and written instructions.
- Skill in recording information accurately.
- Ability and willingness to work independently and with others.
- Willingness to uphold departmental standards and policies.

**WORKING CONDITIONS**

- Outside; continually exposed to heat, cold, humidity, and rain, etc.
- Subject to working on or around slippery surfaces.
- Subject to prolonged walking and standing.
- Subject to frequently working near moving objects such as traffic.
- Occasionally exposed to allergy-causing agents such as bee or wasp stings, poison oak, ivy, sumac, etc.

AN EQUAL OPPORTUNITY EMPLOYER

*If you require reasonable accommodation at any time during the hiring process, please notify one of our personnel representative to make arrangements*

## **PHYSICAL CONDITIONS**

- Strength enough to lift, push, pull or carry items such as traffic barricades, boxes, supplies, mail, etc. weighing up to 50 pounds.
- Extent flexibility enough to perform duties such as directing traffic.
- Gross body strength enough to perform duties such as climbing a flight of stairs.
- Stamina enough to exert oneself physically by walking or standing for extended periods of time throughout the work period.
- Finger dexterity enough to perform duties such as writing with a pencil or pen, operating a personal computer, typewriter and/or keyboard, etc.
- Near and far vision enough to perform duties such as reading hand-written and machine generated documents, vehicle license plates, etc.
- Visual color discrimination enough to distinguish information such as the color of vehicles, clothing, etc.
- Hearing enough to understand conversation in a noisy environment such as near or around crowds, automobile traffic, and to determine the location of the sound, etc.
- Speech and hearing enough to communicate in person, by two-way radio, and by telephone.

## **NO BENEFITS**

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