

**From:** DeMunbrun, Marshal S

**Sent:** Tuesday, April 15, 2025 1:50 PM

**To:** PD ALL OFFICERS <PDAllOfficers@elpasotexas.gov>

**Cc:** Graves, Scott W. <2836@elpasotexas.gov>; Payan, Eric G. <2913@elpasotexas.gov>; Soria, Samantha N. <SoriaSN@elpasotexas.gov>; Holguin, Minnie R. <T2405@elpasotexas.gov>

**Subject:** Recruiter Vacancy: ATTN FEMALE OFFICERS

Greetings,

The Recruiting and Backgrounds team (PDHR) is anticipating a **non-coveted, recruiter vacancy**, and is looking for interested female candidates. PDHR falls under the Administrative Services Bureau, and plays a crucial role in the overall function of our department. The unit is responsible for maintaining an efficient and effective workforce by recruiting capable, qualified applicants, and evaluating their suitability for work in a law enforcement agency through comprehensive background investigations. The importance of these roles in strengthening and protecting our department goes without saying.

The unit frequently interacts with the community, as well as department members of all ranks, civilians, and outside law enforcement and governmental agencies. PDHR is comprised of both civilian and sworn staff. The position requires strong skills in **leadership, communication**, as well as **organization and planning**. Recruiter responsibilities include, but are not limited to:

- Plan / coordinate recruiting events and presentations
- Coordinate logistics for written exams
- Coordinate logistics for Job Simulations
- Assist with intake and pre-screening of Personal History Packets
- Post Incident Urinalysis call-outs.

Some of the **leadership & technical qualities** required of a recruiter include, but are not limited to:

- Good knowledge of Department policy and procedures

- Excellent oral and written communication skills; record keeping, and active listening skills
- Good public speaking and presentation skills
- Ability to coordinate several tasks
- Ability to maintain professional demeanor and objectivity
- Ability to maintain confidentiality, impartiality and consistency
- Ability to exercise exceptional judgment and independent thought
- Ability to establish rapport and influence

**Preferred qualifications** for the position are:

- Good knowledge of local, state and Federal employment laws, rules and regulations and court findings, including civil service rules and regulations.
- Good knowledge of employee recruitment and selection, test development and validation methods
- Good knowledge in use of computer hardware/software
- Good knowledge of CCP and Penal Code, TCOLE license requirement
- Good knowledge of Articles of Agreement between the City of El Paso and EPMPOA
- Experience or education associated with recruiting techniques
- No relevant discipline history within the last two years

The normal hours of operation are Mon – Fri, 8a – 4p. However, candidates **should be flexible for changing work schedules** to attend events outside normal business hours. Candidates will be subject to **call outs** for Post Incident Urinalysis. Candidates should also be able to **perform the Job Simulation test** to standard.

If you are interested in this position, please reply all to this email, and copy your chain-of-command. Please provide a brief explanation as to why you are interested, and how you possess the skills required for the position. Adaptability, time management, and interpersonal skills are essential for success in our mission. Filling this **non-coveted, recruiter vacancy** will be at the discretion of the Chief's Office. A 2 year commitment is preferred.

Respectfully,

Lt. Marshal DeMunbrun #2495  
El Paso Police Department  
Recruiting & Backgrounds  
915-212-4318

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