

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Performance of routine work of the police department as specially assigned while being trained on the job for the more responsible and skilled work required of a Police Officer First Class.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves limited phases and responsibilities of law enforcement for new employees entering the service of the department. Employees work along with and receive assistance from older employees of the department, and are taught the fundamentals and more advanced phases of police work by superior officers who closely supervise their performances.

EXAMPLES OF WORK

Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.

Assist in patrol work;

Help keep traffic moving;

Mark cars for overtime parking;

Answer questions for and direct public;

Assist children, cripples, blind, or elderly persons in crossing streets;

Help maintain order in crowds, traffic, football games, and at public gatherings;

Attend classes of instruction, read and study assigned materials, and generally prepare for the performance of work and promotion to Police Officer First Class.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must be not less than twenty-one (21) years of age.

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