



RECRUITMENT ANNOUNCEMENT

Date:
February 18, 2014

Police Service Aide

Minimum – \$39,052/yr
Maximum – \$48,465/yr

Closing Date:
March 12, 2014
4:00 p.m.

HOURS: Availability to work multiple shifts, including weekends and holidays, is required. Shifts include:

Shift 1	7:00 AM - 5:00 PM	Shift 3	9:30 PM - 7:30 AM
Shift 2	4:30 PM - 2:30 AM	Shift 4	12:00 PM - 10:00 PM

DUTIES (Not all-inclusive)

Communications Section

Performs non-sworn police functions in the Police Communications Section receiving emergency 9-1-1 and non-emergency administrative telephone calls, dispatching police and fire units, operating and accessing the Law Enforcement Information Network. Performs other duties as assigned. Mandatory overtime assigned as required.

Lock-up Section

Works in the Police lock-up facility booking, fingerprinting, escorting and monitoring prisoners. Operates breathalyzer instrument. Completes detailed arrest records and reports. Must also be able to assist in physically restraining prisoners that are uncooperative or combative. Performs other duties as assigned. Mandatory overtime assigned as required.

REQUIREMENTS (Open-Competitive and Promotional Applicants)

- At least 18 years of age with a high school diploma or GED equivalent.
- Must be in good physical condition with vision correctable to 20/20.
- Must possess a valid Michigan Driver License with a good driving record (based on City of Troy standards).
- Out-of-state applicants must provide current driving record at time of application and obtain State of Michigan license within one (1) month of employment.
- To be considered, present City of Troy employees must apply, meet the above requirements, have completed their probation or review period, and have received a satisfactory score on their most recent performance evaluation.
- **Prior to employment, all candidates must successfully complete an extensive background investigation and pre-employment physical, including psychological evaluation and drug screen.**

EXAM - The exam process will consist of:

<u>TYPE</u>	<u>WEIGHT</u>
Written Test	30%
Interview	70%
	100%

SPECIAL INSTRUCTIONS

- Your application is part of the examination; ensure it is complete. Attaching a resume is preferred, however, all information requested on the application form must be completed (i.e., writing "see resume" is not sufficient).
- Applicants with related experience may be considered before those without such experience.
- Only the best-qualified applicants will be invited to the written test and/or interview.
- Applicants will be notified of date and time of written and interview portions of exam.
- Applicants must receive a score of at least 70 on each portion of exam to be placed on eligible list.
- Persons who, within six months prior to the deadline date of this announcement, have applied for this classification and failed any portion of the examination may not apply under this announcement.
- Vacancy will be filled pursuant to the 2013-2015 MAP Collective Bargaining Agreement, *Article XXXV Requests for Transfer and Promotion* (including Open Competitive candidates).

APPLY

Applications are available at www.troymi.gov, the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084 or you may call (248) 680-7296.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.