

**EMPLOYMENT OPPORTUNITY**

<b>Job Title</b>	Police Services Officer I
<b>Department</b>	Police Department
<b>Posting Date</b>	January 20, 2012
<b>Closing Date for Resumes/Applications</b>	February 20, 2012 (Open until filled)
<b>Grade Level &amp; Starting Pay</b>	Grade L, - \$18.7259 hourly
<b>Exempt/Non-exempt</b>	Non-exempt
<b>Status</b>	Full-time

The City of Saint Charles Police Department is creating an eligibility list for full-time Police Service Officer to learn and perform a variety of responsible non-sworn office, technical and field duties in support of law enforcement and the mission of the Police Department, including prisoner booking, front desk duties, clerical, dispatching, and security tasks. Prior to accepting employment, applicants will be free of tattoos/brands that would be visible on the head, neck, hands, or arms while wearing uniform apparel inclusive of short sleeve shirts and/or shorts, as well as civilian attire while on duty. The selection process will include a written exam, a physical fitness exam, a polygraph examination, and a comprehensive background investigation. Applicants will be required to pass a written exam, a physical fitness exam and a polygraph examination as a pre-employment requirement. The physical fitness exam requires all applicants to successfully pass the following physical fitness test:

1. Run 1.5 miles in less than 14.37 minutes
2. Be physically able to do 25 push ups in less than one minute.
3. Be physically able to do 29 sit ups in less than one minute.
4. Applicants should be willing to cross train into communications, traffic control and records services, or other compatible employment areas.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:**

- Monitors prisoners in detention area to ensure prisoner well-being.
- Books prisoners. Inventories prisoner belongings. Finger prints and photographs prisoners. Completes booking sheet with relevant information, reviews warrant lists for wanted individuals and compiles prisoner lists
- Acts as desk officer, responsible for reports and complaints.
- Answer emergency calls from the public, gather incident information and dispatch Police.
- Updated computer-aided dispatch information and relay information to officers as required.
- Performs other related duties as assigned.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma, or equivalent, one to two years responsible experience working in a high stress public safety or public safety organization, prisoner booking, dispatching, law enforcement clerical experience preferred, keyboard skills, ability to communicate clearly and effectively via radio desired or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

### **Contact Information**

Interested applicants should submit a resume or application to: City of Saint Charles Human Resources Department, 200 North Second Street, Saint Charles, MO 63301. Fax: (636) 940-4606 or Email: [human.resources@stcharlescitymo.gov](mailto:human.resources@stcharlescitymo.gov) Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications can also be downloaded from the City's website and faxed to Human Resources at (636) 940-4606. Website address for the employment application is: <http://www.stcharlescitymo.gov> and click on "Careers".

**Qualified applicants will be notified by mail of required testing dates for physical/written examinations.  
To assure consideration, applications must be received by 5:00 PM February 20, 2012**

*The City of Saint Charles is an Equal Opportunity Employer and participates in e-verify*