



City of Saint Charles Employment Opportunity

Job Title	Police Service Technician (PST)
Department	Police Department
Posting Date	February 17, 2010
Closing Date for Resumes/Applications	March 17, 2010
Grade Level & Starting Pay	Grade L, \$18.72 per hour
Exempt/Non-exempt	Non-exempt
Status	Full-time

The City of Saint Charles Police Department is creating an eligibility list for full-time Police Service Technicians to perform prisoner booking, front desk duties 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.

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 hold-over 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.
- 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 prior jail or prisoner booking experience preferred, 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@stcharlescitemo.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.stcharlescitemo.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 March 17, 2010**

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