

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.

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

(Illustrative Only)

Assists in patrol work;

Help keep traffic moving;

Mark cars for overtime parking;

Answer question for and direct public;

Assist children, crippled, 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 Sergeant.

Occasionally participates in the work of the Special Services Officers performing or providing escort services.

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, high school equivalency 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 equivalency certificate.

Must possess a valid driver's license.

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

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