

CITY OF NAPOLEON

Notice of Civil Service Exam

Police Officer/ Patrolman Grade- City of Napoleon Police Department

ILLUSTRATIVE DUTIES - Includes, but are not limited to: performs general and advanced patrol, investigation and reporting functions. A police officer, patrolman grade, preserves and protects life and at times must place themselves in perilous or dangerous situations to achieve that goal. A police officer, patrolman grade, through enforcement of laws and ordinances, preserves the peace and protects the rights of individuals and groups.

- Must be a High School graduate or equivalent. Must be State of Ohio certified as a Peace Officer at time of appointment.
- Must be at the minimum age of 21 years old at time of application.
- Must reside within Henry County, Ohio; or an adjacent county of Ohio within 365 days of appointment.

The salary range for non- probationary Police Officer at Patrolman Grade for year 2016 is \$18.71 to \$24.43 per hour in five (5) steps.

Candidate must possess a valid Ohio driver's license or be able to obtain such prior to appointment and maintain the same during appointment.

Examination will consist of two (2) parts; one (1) part written and one (1) part physical agility.

Applicant may be subject to pre-employment drug screen, passing of a medical and/or psychological exam upon being offered employment.

Photo identification will be required for admittance to the Civil Service testing facility, preferably a governmental identification.

Must be a U.S. citizen at time of application or legally declared your intention of becoming a U.S. citizen prior to an application being filed.

Applications and other associated forms may be picked-up beginning Wednesday October 26, 2016 at the City of Napoleon's Administration office, 255 West Riverview Avenue PO Box 151, Napoleon, Ohio 43545, between the hours of 7:30 a.m. to 4:00 p.m. Monday thru Friday or from our website, **www.napoleonohio.com** under Human Resources to download forms.

Upon receiving a minimum of a 70% score on the written examination, you may receive an additional 5% credit of your base earned grade for each of the following categories: an Associate or higher degree from an accredited college or university, eligible veteran's/military service credit, three (3) years of service on Napoleon Auxiliary and/or OPOTA certification. Regardless, no applicant shall receive greater than a 10% combined additional credit. To receive any of the above credits you **must** submit applicable documents such as a college transcript, and a certificate of service or honorable discharge or equivalent, or OPOTA certificate **with the application**.

Applications that have been signed and officially notarized must be returned along with any other applicable documents/ certifications, etc. to the City of Napoleon, 255 West Riverview Avenue, PO Box 151, Napoleon, Ohio 43545 by 12:00 p.m. on December 13, 2016 to the attention of the Human Resources Director. Notaries at the City Building may be utilized.

Testing date for written examination will be held on **January 7, 2017 at 8:00am** at the Napoleon Fire Department, 265 West Riverview, Napoleon, Ohio 43545. The physical agility test will be administered that same day to applicants passing the written exam. A release of liability must be signed by applicant prior to taking physical agility portion of the test.

The City of Napoleon is an Equal Opportunity Employer.

By Order of the Napoleon Civil Service Commission