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## **CIVIL SERVICE JOB OPPORTUNITY**

### **ENTRY LEVEL (FULL TIME) POLICE PATROL OFFICER**

**Current Starting Salary Range: \$53,771 - \$68,245**

Applications may be picked-up: **January 19, 2021 – March 3, 2021 at 12 pm**  
**DEADLINE TO FILE APPLICATION IS 3/3/21 AT 12PM (noon)**

\$20.00 application fee due upon return of completed application

**Test Date 3/10/21**

**Fair Park – 330 Oak St. Canfield, Ohio 44406 at 7pm**

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*Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.*

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#### **Minimum Qualifications:**

Must have completed a bachelor's degree from an accredited institution in law enforcement administration, criminal justice, management, social sciences, or other law enforcement related area of study, prior to the end of the probationary period. Possession of a valid State of Ohio driver's license is required. Must be at least 21 years of age, a United States citizen, have height proportionate to weight, must speak, read and write the English language, and must be able to write legibly and speak with clear diction.

In addition, a successful candidate must score 70% or better on the written exam and pass the OPOTA standard fitness assessment in order to be ranked. Ranked candidates shall pass a standard general physical exam, eye exam, psychological exam, drug screen, a computerized voice stress analysis (C.V.S.A.), successfully pass a standard background investigation (including driving record) and such other qualifications as may be required by the City Manager.

#### **How to Apply:**

Application forms may be downloaded <http://www.canfield.gov/citymenu/careeropportunities> or obtained at City of Canfield Municipal Building, 104 Lisbon St., Canfield, Ohio 44406 between 8am and 4:30pm Monday through Friday. Notarized completed applications must be returned in person to the City of Canfield Municipal Building no later than 12:00 p.m. on Wednesday, March 3, 2021. Qualified candidates will be notified of their eligibility to participate in the hiring process.

*The City of Canfield is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Canfield does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.*



# CLASSIFICATION SPECIFICATION

CITY OF CANFIELD (UPDATED 1/21)  
AN EQUAL OPPORTUNITY EMPLOYER



## Class Title: POLICE PATROL OFFICER

### REQUIRED QUALIFICATIONS FOR APPOINTMENT

**SALARY RANGE: \$53,771 - \$68,245**

- Must be at least 21 years of age
- Must be a United States Citizen
- Height proportionate to weight
- Must have completed a bachelor’s degree from an accredited institution in law enforcement administration, criminal justice, management, social sciences, or other law enforcement related area of study, prior to the end of the probationary period.
- Must speak with clear diction and write legibly
- Must speak, read, and write the English language.
- Must possess a valid Ohio driver’s license.

**NOTE: Prior to appointment, all candidates must:**

- Score 70 or better on the police officer entry level civil service exam
- Pass a standard general physical, eye exam and agility test (copy available on request)
- Pass a psychological exam
- Pass a drug screen
- Successfully pass a Computerized Voice Stress Analysis (C.V.S.A.)
- Successfully complete a thorough background investigation (including driving record)
- Probationary period will be twelve (12) months
- Other qualifications as may be deemed necessary by the City Manager

### JOB DESCRIPTION

**(FACTORS AND CONDITIONS WHICH ARE ESSENTIAL CHARACTERISTICS OF THE POSITION)**

Under the supervision of the Chief of Police and/or superior officers, undertake a variety of routine, self – initiated, and assigned tasks designed to protect life and property in the City of Canfield. These tasks include, but are not limited to: crime prevention, investigation, apprehension and assistance in the prosecution of law violators, crime deterrence, the provision of a wide variety of services to the public, and other related duties as required

### MAJOR RESPONSIBILITIES & DUTIES

Major Responsibilities require consistent attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The jobholder must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute, raise the appearance of impropriety or endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self initiative, and the ability and willingness to

Work conditions vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc.. Mental alertness is very important because of the need to make very fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc.. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of readiness that will enable to handle (with minimal force and often without backup) recurrent contacts and involvement's with dangerous and potentially dangerous people, animals and equipment.