



CITY OF FAIRFIELD (OH)
invites applications for the position of:

Police Officer NTN Feb 2018

SALARY: \$24.62 - \$38.38 Hourly
\$51,209.60 - \$79,830.40 Annually

OPENING DATE: 01/23/18

CLOSING DATE: 02/26/18 05:00 PM

DESCRIPTION:

Notice is hereby given that the City of Fairfield, Ohio, will administer a written exam for the position of **Police Officer**. This exam will establish an eligibility list for future vacancies within the full-time Police Officer classification.

MINIMUM QUALIFICATIONS:

Applicants for examination for original appointment to the Police Department as a Police Officer must have attained the age of 21 on or prior to the date of the examination and no person shall be eligible to receive an original appointment as such on or after his/her 35th birthday; be a U.S. citizen; possess a valid driver's license; have a high school diploma or G.E.D.; and have no felony convictions.

APPLICATION DATES AND PROCEDURES:

Applicants must:

- (1)** Apply through the City of Fairfield website **beginning February 1st at 8am**, deadline to apply is Monday, February 26, 2018 at 5pm.
- (2)** Register on-line with National Testing Network (NTN) at www.nationaltestingnetwork.com; and
- (3)** Complete the on-line NTN Personal History Questionnaire at the same time registration is completed.

Applicants who have previously (on or after August 1, 2017) and successfully completed the NTN registration and examination procedure for Law Enforcement may contact NTN to have their examination results and Personal History Questionnaire forwarded to the City of Fairfield Civil Service Commission. Applicants will also need to complete and submit an employment application on-line at the City of Fairfield website on or before 5:00 PM EST Monday, February 26, 2018 in order to be considered.

WRITTEN EXAMINATION:

Registration with NTN will require the applicant to select a date, time, and location to participate in the written exam. The written exam must be completed no later than 5:00 PM EST Monday, February 26, 2018. Cost to take the written exam is at the applicant's expense made payable to NTN at the time of registration.

EXAMINATION SCORES:

NTN will provide the City of Fairfield Civil Service Commission with a list of candidates who have achieved an acceptable score on the written examination. All candidates who achieve an acceptable score and having completed an employment application through the City of Fairfield website will be placed on an eligible-for-employment list ranked by their passing score. Tied scores will be ranked by the date and time candidates submitted an employment application on-line through the City of Fairfield website. The eligible list will be in effect for a minimum of one year and up to two years. Note: Placement on an eligible list does not guarantee employment. Those applicants within the top sixty (60) highest passing test scores will proceed in the selection process.

The City of Fairfield is an Equal Opportunity Employer.

EXAMPLES OF DUTIES:

Under the general direction of a police supervisor, works in partnership with the community to promote a high quality of life by providing a safe and secure environment for those who reside in, work in, or are visitors to the City. Police Officers patrol the City to enforce laws, prevent crime, respond to calls for service, assist with solving problems, and related duties.

Provide superior police services to those requesting or requiring such services including information, advice, and direction. Patrol neighborhoods and business for indications of criminal activity and other disorders taking a problem-solving approach to the abatement of problems. Initiate activities in the support of the Fairfield Police Department mission.

- **Enforce laws by issuing warnings, summons, or arrests when necessary. Carefully and clearly present information and testimony in Court and to other audiences as required.**
- **Conduct thorough and complete investigations, effectively gathering information through interview and other means. Follow up and close cases efficiently.**
- **Promote a safe and efficient movement of motor vehicle traffic through enforcement of traffic laws, and traffic direction where required. Control people and crowds in a safe, effective and courteous manner. Physically defend self and others from personal attack and pursue and apprehend fleeing suspects when necessary.**
- **Contribute to the overall effective delivery of police services of the Fairfield Police Department in special roles such as Investigator, Canine Officer, Evidence Technician, Traffic Crash Investigator, Field Training Officer, Bike Patrol, DARE, etc.**
- **Prepare accurate, understandable and presentable reports and correspondence. Conduct careful analysis of arrest, warrant, citation, etc., data where required.**
- **Maintain currency in critical skills of Law Enforcement such as firearms training, human relations, problem solving, reporting, etc. Maintain physical fitness to effectively carry out job responsibilities.**

TYPICAL QUALIFICATIONS:

Superior personal characteristics including honesty, moral character, ethical behavior, reputation or habit. Above average oral and written communications skills, interpersonal skills, and decision-making skills. Ability to make sound judgments in critical situations often without consultation and supervision.

Ability to effectively relate to people of various socio-economic levels. Basic computer competency. High School diploma or GED; additional formal education in criminal justice and/or Ohio Peace Officer Basic Training Certificate preferred. Successful completion of Civil Service testing process; valid Ohio Driver's License; physical fitness sufficient to meet demands of the jobs. Must be at least twenty-one (21) at time of examination and not yet thirty-six (36) years of age at the time of full-time appointment to Fairfield Police Department.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.fairfield-city.org>

Position #2018009
POLICE OFFICER NTN FEB 2018
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