

ENTRY LEVEL EXAMINATION - POLICE OFFICER

The City of Elyria, Civil Service Commission is accepting applications to establish an Eligibility List for the position of Police Officer.

POSITION DUTIES: Under supervision, promotes and maintains civil order; enforces laws and ordinances; conducts investigations; issues citations and makes arrests; patrols assigned areas to provide security; responds to alarm calls; prepares detailed reports concerning crimes and incidents; interviews victims and witnesses; interrogates suspects; maintains equipment in functional condition; provides court testimony; established and maintains positive working relationships with the community. Performs any additional assigned duties as required.

MINIMUM REQUIREMENTS: To apply applicants must be a United States citizen; must be 21 years of age, but less than 35 year of age on or before March 23, 2017; must possess a valid United States driver's license; must have a high school diploma or G.E.D.; must be able to read and write the English language; Applicants must successfully pass an Elyria Police Department Background Investigation and be physically able to perform police officer training and job duties.

SKILLS AND ABILITIES:

- Able to read, understand, and explain State of Ohio Statutes and City of Elyria ordinances
- Ability to communicate effectively with a diverse population, in-person, via telephone, and in writing
- Ability to write accurate and complete reports and accurately record information – by hand and using a computer, file records, and process paperwork
- Ability to solve problems, and make quick and appropriate decisions in stressful situations
- Ability to maintain self-control and to take direction from supervisors
- Maintain a positive attitude, have good moral character, be honest, responsible and trustworthy
- Ability to perform physical activities necessary to protect oneself and others
- Ability to drive a motor vehicle
- Ability to work long hours for an extended period of time

Applications are available at www.cityofelyria.org, and the Elyria Police Department, 18 West Ave., Elyria, Ohio 44035 (8:00 a.m. – 4:00 p.m./Mon. – Fri.)

Application deadline is March 8, 2017, 12:00 p.m. For more information, visit the website noted above or call 440-326-1559.

An Equal Opportunity Employer