

## ***POSITION ANNOUNCEMENT***

**Mt. Lebanon Police Department** is accepting applications for:

### **POLICE OFFICER I**

(Entry Level)

STARTING SALARY 2017 = \$63,076.00

A physical agility and written examination for the position of Mt. Lebanon Police Officer will be conducted on May 13, 2017 at Keystone Oaks High School, 1000 Kelton Ave., Pittsburgh PA 15216. Applications may be downloaded at <http://mtlebanon.org/DocumentCenter/Home/View/7> or picked up at the Mt. Lebanon Police Department, 555 Washington Rd., Pittsburgh, Pa 15228, during regular business hours. Applications must be returned to the Police Department with a \$50.00 check or money order payable to Mt. Lebanon, PA, no later than April 28, 2017.

### **JOB DESCRIPTION – POLICE OFFICER (PROBATIONARY)**

#### **Nature of Work:**

- Under supervision of a Field Training Officer, Senior Police Officer or Police Supervisor the Probationary Police Officer enforces law, maintains order, and protects life and property.
- The work involves learning Departmental Policy and Procedure, State and Local Laws, Court Rules and Procedures, Basic Investigation and Reporting, Law Enforcement Methods and Theory.

#### **Essential Job Functions:**

- Handles (under direction) police incidents, emergency situations, reports, traffic accidents, traffic enforcement duties and other related activities.
- Performs other related tasks as assigned.

#### **Required Knowledge and Skills:**

- Must articulate ideas and concepts to a variety of individuals of various educational levels.
- Must act under pressure of emergency or personal danger situations.
- Must control personal prejudice, feelings, and temper in adverse situations.
- Must learn new methods and procedures.

#### **Required Training and Experience:**

- Graduation from High School.
- Possess a Bachelor's Degree from accredited college or university.

**PLEASE READ CAREFULLY – THERE WILL BE NO EXCEPTIONS**

## **SELECTION PROCESS**

(The selection process includes multiple steps that each Applicant must complete to be eligible for Official Appointment to Police Officer I).

1. **Physical Agility Examination:** Pass/Fail.

**Written Examination:** Passing score will be eighty percent (80%). The Written Examination Score will constitute fifty percent (50%) of the Applicant's final score on the Eligibility for Appointment List.

2. **Application:** Application must be filed in accordance with the requirements of this Announcement. Errors or omissions on the application are the responsibility of the Applicant.
3. **Oral Examination:** Applicants who pass the Physical Agility Test and Written Examination will be offered an Oral Examination. The Applicant will be required to demonstrate to the Oral Board a facility for speech, communication with individuals of disparate age groups in varied situations, as well as assessing and reacting to incomplete information.

Passing score for the Oral Examination will be ninety percent (90%). The Oral Examination Score will constitute fifty percent (50%) of the Applicant's final score on the Eligibility for Appointment List. Applicants invited to the Oral Examination will be required to complete a detailed Personal History Statement, submit to fingerprinting and photographs, and submit proof of military service (Form DD214 listing "Honorable Discharge") if requesting Veteran's Credit prior to admission to the Oral Examination process. Applicants must also show proof of United States Citizenship as required by Federal Law.

4. **Background Investigation:** The Background Investigation shall be based upon the information contained in the Personal History Statement and other information that may be developed during the course of the Investigation. The background will include, but is not limited to, interviews with family, associates, school officials, and employers. It may continue into the Probationary period if the Applicant is hired.
5. **Pre-Employment Interview:** Selected Applicants will be interviewed by the Chief of Police prior to recommendations for appointment.
6. **Conditional Offer of Employment:** Applicant receives conditional offer of employment. Successful completion of the medical and psychological examinations is required for probationary appointment.
7. **Psychological and Medical Examinations:** Selected Applicants will be required to submit to each. A complete medical examination includes drug and alcohol blood screening prior to appointment. If the Applicant takes exception to the medical findings a re-examination at the Applicant's expense is provided for in the Mt. Lebanon, Pennsylvania Civil Service Rules & Regulations.