



HILLIARD CIVIL SERVICE COMMISSION

POSITION INFORMATION SHEET

POLICE OFFICER

1. **APPLICATIONS INCLUDING THOSE COMPLETED ONLINE, MUST BE NOTARIZED AND POSTMARKED TO :** HILLIARD CIVIL SERVICE COMMISSION, ATTN: CIVIL SERVICE SECRETARY, P.O. BOX 352, HILLIARD, OHIO 43026 NO LATER THAN FEBRUARY 8, 2014, WITH A NON-REFUNDABLE \$20 EXAM FEE. CHECK OR MONEY ORDER MADE PAYABLE TO: CITY OF HILLIARD.
2. **EMPLOYMENT TYPE:** FULL-TIME
3. **DEPARTMENT:** HILLIARD DIVISION OF POLICE
4. **SALARY RANGE:** \$47,825.44 TO \$55,523.52
5. **JOB REQUIREMENTS:** APPLICANTS MUST HAVE ATTAINED THE AGE OF 21 ON OR BEFORE THE DATE OF THE WRITTEN EXAMINATION. NO PERSON MAY APPLY FOR OR RECEIVE AN ORIGINAL APPOINTMENT AS A POLICE OFFICER IF THAT PERSON HAS ATTAINED THE AGE OF 35 YEARS OR OLDER, AND NO PERSON CAN BE DECLARED DISQUALIFIED AS OVER AGE PRIOR TO THAT TIME. HIGH SCHOOL GRADUATE OR G.E.D. REQUIRED. MUST BE A U.S. CITIZEN. MUST HAVE A VALID STATE OF OHIO DRIVER'S LICENSE. MUST BE IN GOOD PHYSICAL CONDITION AND MUST PASS THE "COOPER INSTITUTE PHYSICAL FITNESS STANDARDS", DRUG SCREENING AND PSYCHOLOGICAL EVALUATION. MUST PASS AND MAINTAIN FIREARM CERTIFICATION ANNUALLY. MUST BE OF GOOD MORAL CHARACTER, AND ABLE TO PASS A WRITTEN EXAMINATION AS WELL AS PASS A RIGID BACKGROUND INVESTIGATION, INCLUDING A RECORD CHECK AND POLYGRAPH. OHIO AREA RESIDENCY REQUIRED PRIOR TO APPOINTMENT.
6. **SUPERVISOR:** SERGEANT OR SENIOR OFFICER IN CHARGE
7. **BENEFITS:** OHIO POLICE AND FIRE PENSION FUND, MEDICAL, DENTAL, VISION, VACATION, SICK LEAVE, ETC.

EXAMINATIONS WILL BE GIVEN SATURDAY, MARCH 1, 2014 AND DEPENDING ON THE AMOUNT OF APPLICATIONS RECEIVED, POSSIBLY SUNDAY, MARCH 2, 2014 AT THE SAFETY SERVICES BUILDING LOCATED AT: 5171 NORTHWEST PARKWAY, HILLIARD, OHIO 43026.

The Hilliard Civil Service Commission will notify you by mail of your test time after receipt of your application and \$20.00 non-refundable fee. Direct all inquiries to the Civil Service Commission at 614-876-7361, Ext. 770 (leave message). A valid picture I.D. is required on the day of examination. No calculators or cell phones allowed in the building during the exam.

THE CITY OF HILLIARD IS AN EQUAL OPPORTUNITY EMPLOYER.