



TOWN OF MANCHESTER



POSITION AVAILABLE

POLICE SERVICES AIDE

40 hrs./wk., \$18.66 per hr., \$38,820.08 annual salary

CLOSING DATE: FRIDAY, JUNE 30, 2017

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under general direction of Sergeant or other senior officer, supports the Police Department by assisting administrative and sworn personnel in various roles in accordance with skill and training. Processes prisoners and assists in prisoner maintenance. Position is forty (40) hours per week and includes rotation to all three shifts and weekend work.

DESIRABLE KNOWLEDGE AND SKILLS: Knowledge of office procedures and rules of the workplace. Good social skills. Ability to follow oral and written instructions and to complete forms in writing. Ability to express oneself clearly and concisely and to deal effectively with employees and the public. Ability to use personal computer for basic input and typing reports.

MINIMUM QUALIFICATIONS: Graduation from a standard high school, technical school or equivalent as Certified by the State required. One (1) year of work experience dealing with the public required. Must possess valid Connecticut driver's license and be a United States citizen. Candidates must be of good moral character with no record of dishonorable discharge from the Armed Forces of the United States. The physical examination will include a screening for use of illegal drugs or controlled substances. A psychological evaluation will be conducted on final candidates.

EXAMINATION WILL CONSIST OF:

| <u>Parts</u> | <u>Weight</u> | <u>Passing Score</u> |
|---------------------|---------------|----------------------|
| Written Examination | 50% | 70% |
| Oral Examination | 50% | 70% |

Applications and job descriptions are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at <http://hr.manchesterct.gov/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, June 30, 2017 or must be postmarked by Friday, June 30, 2017. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.