



## EMPLOYMENT OPPORTUNITY

Job Title	Police Services Officer I
Department	Police Department
Posting Date	December 28, 2020
Closing Date for Resumes/Applications	Open Until Filled
Starting Pay	\$21.4935 (hourly)
Benefits Offered	Medical, Dental, Life and Disability Insurance; FSA; Retirement Benefits; Paid Vacation; Paid Sick; Paid Holidays; Employee Assistance Programs and Educational Benefits.
Exempt/Non-exempt	Non-exempt
Status	Full Time & Part Time (not to exceed 1499 hours annually and no benefits)
Physical Fitness and Written Testing Date	<i>*invitation to come electronically with <u>logistical information and confirmed date</u></i>

The City of Saint Charles Police Department is creating an eligibility list for full-time and part-time (not to exceed 1499 hours annually and no benefits) Police Service Officer to learn and perform a variety of responsible non-sworn office, technical and field duties in support of law enforcement and the mission of the Police Department, including prisoner booking, front desk duties, clerical and security tasks.

*Applicants will be required to pass a written exam, a high intensity physical fitness exam, background check, drug test, medical exam, and a polygraph examination as a pre-employment requirement.*

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:**

- Monitors prisoners in detention area to ensure prisoner well-being.
- Books prisoners, inventories prisoner belongings, fingerprints and photographs prisoners.
- Completes booking sheet with relevant information and creates and reviews the list of inmates to ensure accurate and current status of each inmate.
- Acts as desk officer, responsible for reports and complaints.
- Performs other related duties as assigned.
- Monitors surveillance cameras and alarms related to police facility security.
- Receives phone calls, handles calls as appropriate, takes messages or transfers caller to appropriate person/department.
- Assists members of the public at the police facility.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma, or equivalent
- One to two years responsible experience working in a high stress public safety or public safety organization, prisoner booking, dispatching
- Law enforcement clerical experience preferred
- Keyboard skills, ability to communicate clearly and effectively via radio desired or any combination of education and experience that provides equivalent knowledge, skills, and abilities

### **How to Apply:**

Online employment applications can be accessed on our City Website: [www.stcharlescacitymo.gov](http://www.stcharlescacitymo.gov)  
*The City of Saint Charles is an Equal Opportunity Employer and participates in e-verify*