



CITY OF SAINT CHARLES

WE ARE HIRING

JOIN OUR TEAM

Job Title	Police Services Officer I
Department	Police Department
Posting Date	January 26, 2024
Closing Date for Resumes/Applications	Open Until Filled
Starting Salary	\$26.6539 / hourly
Benefits	Medical, Dental, Voluntary Vision, Life and Disability Insurance; FSA; HSA; Retirement and Deferred Compensation programs; Paid Vacation; Paid Holidays; Employee Assistance Programs and Educational Benefits.
Exempt/Non-exempt	Non-Exempt
Status	Full Time and Part Time (not to exceed 1499 hours)
Physical Fitness and Written Testing Date	<i>*Invitation will be sent electronically with logistical information and confirmed date</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, preferred

- 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.stcharlescitemo.gov

Qualified applicants will be notified by e-mail of required testing dates for physical/written examinations. An 'acknowledgement' of this e-mail is required to proceed in the process.

The City of Saint Charles is an Equal Opportunity Employer and participates in E-verify