

**Robert F. Breneman**  
Mayor



**Jeanette Wagner**  
Human Resources Manager  
Phone (330) 263-5256  
Fax (330) 263-5213

## **CITY OF WOOSTER**

Municipal Building  
538 North Market Street  
Wooster, Ohio 44691-7082

**The City of Wooster announces vacancies for the position of Police Officer. Experienced police officers are encouraged to apply. Salary is commensurate with experience. For applicants hired without certification by the Ohio Police Officers Training Academy, training will be provided.**

An assembled Civil Service examination will be administered for the classified position of Police Officer in the Police Division of the Safety Department.

### **Applicants must meet the following:**

**MINIMUM QUALIFICATIONS:** Age 21-35 at time of appointment; high school diploma or equivalent; two years of full-time work experience OR two years active duty in the armed forces of the United States with an honorable discharge OR an Associate's or Bachelor's degree; valid Ohio driver's license or ability to obtain by hire date; must meet insurability guidelines; ability to receive and maintain firearms qualifications; must be able to meet and maintain physical fitness standards; certification by the Ohio Peace Officers Training Academy (OPOTA) preferred. Applicants should review the automatic disqualifiers that are listed on the City of Wooster website.

**EXAMINATION PROCESS:** An assembled Civil Service written examination and PT examination will be administered for this position. Passing applicants on the overall civil service test will be placed on a Civil Service eligible list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications. Such examinations may include, but not be limited to: physical fitness examination, medical examination including drug screen, psychological and/or psychiatric examination, polygraph examination, background investigation, personality assessment and personal interview. The duration of the list will be one year or until exhausted. No person who has failed to pass an examination shall be permitted to be reexamined for the same classification within six months of the date of the previous examination.

The Civil Service Examination will be administered at the Wooster Safety Center, 3333 Burbank Rd., Wooster, OH 44691 on Saturday, April 1, 2023 at 9:00am. Registration for the exam will begin at 8:30am. **You will be notified in writing prior to the examination if you meet the minimum qualifications for the position and are eligible to sit for the test.**

**APPLICATION PROCESS:** A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. To be considered for civil service credit for military service, **veterans should include a copy of their DD-214 Military Discharge Papers (Member 4 – the type of discharge must be indicated).** To be considered for civil service credit for education, applicants should include a copy of their college degree and/or official college transcript. The deadline to submit application, DD-214, and degree/transcript is Sunday, March 19, 2023.

Successful candidate(s) must reside in Wayne county, an adjacent county, or Richland county or within a 40 mile radius of 3333 Burbank Rd., Safety Center. Residency requirement must be met within 90 days of appointment.

Special auxiliary aids for handicapped persons are available upon request. At least a five (5) day notice is required prior to the Civil Service Examination. Requests must be made in writing to the Human Resources Division during regular working hours.

Study guides are available on the City of Wooster's website.