

Robert J. Reynolds
Mayor



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CITY OF WOOSTER

Municipal Building
538 North Market Street
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The City of Wooster is looking for experienced Police Officers.

- Salary is commensurate with experience. Peace officers with three years of experience at time of hire will start at \$38.77/hr.
- Excellent wage and benefit package including but not limited to medical, dental, vision, life insurance, long-term disability, and other voluntary benefits all beginning on the first day of employment
- Sick leave incentive
- Education Assistance - \$6,000/year
- \$800 stipend for eligible certifications and positions
- Extra duty assignments paid at the overtime rate
- Earn vacation and sick benefits as soon as you begin work
- Eligible for 12 paid holidays and 2 personal days
- 12 hours shifts, every other week a three day weekend
- Will accept the transfer of sick time from other municipalities
- Will accept service time from other municipalities for vacation accrual
- State of the art gym and workout facility

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:

To be considered for the positions, applicants must be currently or previously employed as a full-time peace officer. If previously employed as a peace officer, there must be no more than one (1) year break in service from previous employment.

MINIMUM QUALIFICATIONS: high school diploma or equivalent required; certification by the Ohio Peace Officers Training Academy (OPOTA) is required; ability to maintain firearms qualifications required; valid driver's license by the State of Ohio required or ability to obtain by hire date. Must meet insurability guidelines. **Automatic disqualifiers are listed for all Police candidates on the City of Wooster's website.**

EXAMINATION PROCESS: An assembled Civil Service 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: 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 re-examined 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, March 2, 2024 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>. A completed application, driver's license, and OPOTA certification must be received no later than February 22, 2024. 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. DD214 and/or college degree/official transcript must be received no later than February 22, 2024 to receive credit.

Successful candidate(s) must reside in Wayne county, adjacent county, Richland county, or within a 40 mile radius of the Safety Center, 3333 Burbank Rd., Wooster, OH. 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 website.