



CITY OF HOOVER
invites applications for the position of:
Police Officer
Hoover Police Department, Hoover
An Equal Opportunity Employer

SALARY: \$42,202.91 /Year

OPENING DATE: 01/03/12

CLOSING DATE: 01/31/12 05:00 PM

THE POSITION:

MINIMUM QUALIFICATIONS:

1. 21 years of age as of January 31, 2012
2. Possession of a valid driver's license and the ability to obtain/maintain a City of Hoover Driver's Permit
3. U.S. Citizen
4. Ability to pass a background check
5. High school diploma or GED and meet at least one (1) of the following conditions:
 - POST certification (any state) and three (3) years of full-time experience as a sworn Police Officer or related sworn position in law enforcement.
OR
 - Associate's degree or equivalent credit hours, **AND** POST certification (any state), **AND** two (2) years of full-time experience as a sworn Police Officer or related sworn position in law enforcement.
OR
 - Three (3) years or more verifiable honorable active duty service in the United States Armed Forces
OR
 - Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, Social Services, Science, Technology or a closely related field.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, Social Services, Science, Technology or a closely related field **AND** POST certification (any state) **AND** one (1) year or more full-time experience as a sworn Police Officer or related sworn position in law enforcement.
- Three (3) years or more verifiable honorable active duty service in the United States Armed Forces with an awarded Military Police, Combat Arms (Infantry, Armor, Artillery) or Special Forces military occupational specialty.

EXAMPLES OF DUTIES:

Performs a variety of law enforcement duties in the preservation of public peace and prevention of crimes, including protecting life and property, enforcing all laws and ordinances, investigating crimes and accidents, making arrests, providing credible testimony in various courts, conducting traffic surveys to determine problem areas, assisting in school and community functions, as well as, public relations activities, and other cases as assigned.

SUPPLEMENTAL INFORMATION:

Starting rate of pay for candidates with a valid POST certification is \$43,469 annually.

The last day to apply is Tuesday, January 31, 2012 by 5:00 PM (CDT). Be sure to go through the entire application process. This includes the job application, agency-wide questions, supplemental questions, confirm application and certify/submit.

APOST CERTIFICATION

Candidates who do not have current Alabama Police Officer Standards and Training Commission (APOSTC) certification must successfully complete APOST minimum standards, or attain APOST certification, within six months from date of employment with the City of Hoover Police Department.

Proof of POST certification, college degrees/transcripts and/or DD214 are required by the document acceptance date of Friday, February 3, 2012. These documents must be electronically attached or submitted to the Human Resources office. After this date, no documents may be submitted and your application will not be considered.

Once you have submitted your application to a posted position, you cannot go back and add attachments. Please do not attach any documents other than POST certification, diplomas, transcripts, cover letters, resumes or military form DD214. DO NOT FAX DOCUMENTS TO OUR OFFICE WITHOUT PRIOR APPROVAL. Our phone number is 205-444-7549. Call an HR representative if you have any problems with the attachments.

- For candidates qualifying based on experience, we will need a copy of your current POST certification.
- For candidates qualifying based on experience and education, we will need a copy of your current POST certification and a copy of your college diploma or transcripts.
- For candidates qualifying based on education only (BACHELOR'S), we will need a copy of your college diploma or transcripts.
- For candidates qualifying based on military service, we will need a copy of your Form DD214.

POLICE OFFICER EXAMINATION

Applicants who meet minimum qualifications will be scheduled to participate in a written examination tentatively scheduled for either Tuesday, February 21, 2012 or Wednesday, February 22, 2012. Qualified applicants will be sent notification of the examination, stating an assigned date, time and location. Candidates who achieve a passing score on the examination will be invited to participate in the APOSTC standards physical ability test tentatively scheduled for Wednesday, March 14, 2012. Candidates who pass the physical ability test will be placed on a list of candidates who will be eligible for further consideration with the Hoover Police Department. This list will be valid until the needs of the City dictate otherwise. You will be notified by mail or email regarding test dates. It is your responsibility to notify this office of a change in your contact information.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hooveral.org>

Job #11-00083
POLICE OFFICER

If you need assistance during the application process, please contact an HR Representative at 205.444.7549 or email us at humanresources@ci.hoover.al.us. Computers are available in our lobby for the completion of your application.

OUR OFFICE IS LOCATED AT:
100 Municipal Lane
Hoover, AL 35216
205-444-7549
humanresources@ci.hoover.al.us

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