

LOWER BURRELL POLICE DEPARTMENT

PATROL OFFICER ELIGIBILITY LIST INFORMATION

APPLICATION AND PROCESSING FEE:

The Lower Burrell Civil Service Commission is conducting testing to establish an eligibility list for the position of Patrol Officer. Applicants meeting the minimum qualifications will be scheduled for a physical agility test and a written Civil Service Examination to be held on Tuesday, November 21, 2017 at the Allegheny County Police Training Center, 700 West Ridge Drive (North Park), Allison Park, PA 15101-1799 at 9:00 A.M. sharp. Applicants arriving late will not be permitted to test.

Applicants will be given a physical agility test graded on a pass/fail standard. Applicants failing this test will be immediately disqualified from the testing procedure. Applicants passing the physical agility test will be given further instructions following completion of the test and will remain at the testing location for the administration of the written exam. Applicants must score eighty percent (80%) or higher, and receive one of the top twelve (12) written test scores to be eligible to proceed to the Civil Service Oral Examination. The Civil Service Oral Exam will be given at a later date.

Applications are available at the **City of Lower Burrell, 2800 Bethel Street, Lower Burrell, PA 15068**, and on-line at www.cityoflowerburrell.com. Applications can also be obtained through the mail by sending a written request for an application to the City of Lower Burrell, at the above listed address, ATTN: Police Applications.

A non-refundable \$60.00 application fee is required for each returned application via a check or money order payable to the "City of Lower Burrell." Applications will not be accepted without the processing fee. Upon return of the application and processing fee, all applicants will be given written notice of the physical agility testing requirements along with a waiver that must be completed and brought with the candidate to the physical agility test. Candidates who do not bring the completed waiver will not be permitted to test. Incomplete or improperly completed applications may be rejected without notice. Applications must be returned in-person, or by the applicant's designee, to the **City of Lower Burrell, 2800 Bethel Street, Lower Burrell, PA 15068 (724)335-9875 during normal working hours which are Monday through Friday from 9:00 A.M. to 5:00 P.M.**

DEADLINE:

Completed applications, along with the processing fee, will be accepted until
5:00 p.m. Monday, November 6, 2017.

GENERAL QUALIFICATIONS:

Applicants must be a United States citizen, at least 21 years old at the time of the deadline to return applications, have a diploma from an accredited high school or a graduate equivalency diploma, have a valid Pennsylvania Act 120 Police Officers Certification, have passed the final Act 120 state exam, possess a valid driver's license, and have no convictions for felonies or first or second-degree misdemeanors. You must be physically and mentally fit to perform the full duties of a police officer for the Lower Burrell Police Department as determined by the physical and psychological testing. You must be able to perform the essential duties of a full-time police officer with or without accommodation. **Documentation verifying all qualifications must be submitted with your application.**

The starting salary for a Police Officer is \$53,114.47 annually with excellent fringe benefits. The following year the salary is \$60,085.22. New officers must comply with residency regulations after 18 months of employment.

Please advertise: October 5, 2017

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